**Postgraduate Research (PGR)**

**Supervisor Handbook**

2018/19

2009/10



**School of Earth & Environment**

FACULTY OF ENVIRONMENT

<http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/> September 2018

Contents

[1. Introduction 4](#_Toc525825183)

[1.1 PGR Web Page 4](#_Toc525825184)

[1.2 Postgraduate Research Staff 5](#_Toc525825185)

[1.3 University Graduate Board 5](#_Toc525825186)

[1.4 Faculty Graduate School 5](#_Toc525825187)

[1.5 Leeds Doctoral College (‘LDC’) 6](#_Toc525825188)

[2. Annual Timetable for Supervisors 7](#_Toc525825189)

[3. Supervision of PGRs 7](#_Toc525825190)

[3.1 Staff Training 8](#_Toc525825191)

[3.2 Supervision Panels and Examiners 8](#_Toc525825192)

[3.3 Progress Monitoring and GRAD (Graduate Record of Achievement and Development) 8](#_Toc525825193)

[3.3.1 Training Plan 9](#_Toc525825194)

[3.3.2 Recorded Supervision Meetings 10](#_Toc525825195)

[3.3.3 First Formal Progress Review 10](#_Toc525825196)

[3.3.4 Transfer Report and Viva 10](#_Toc525825197)

[3.3.5 Annual Progress Review (APR) – Year 2 10](#_Toc525825198)

[3.3.6 Annual Progress Review (APR) – Year 3 and beyond 10](#_Toc525825199)

[3.3.7 Examination Entry and Viva 11](#_Toc525825200)

[3.4 Summary of PGR progression requirements 11](#_Toc525825201)

[3.5 Postgraduate Training and Support 13](#_Toc525825202)

[3.5.1 Research Skills 13](#_Toc525825203)

[3.5.2 Postgraduate Teaching/Demonstrating 13](#_Toc525825204)

[3.5.3 Postgraduate Demonstrating Policy in SEE 13](#_Toc525825205)

[3.5.4 Suspension of Studies 14](#_Toc525825206)

[3.5.5 Faculty Royal Literary Fund Fellow 15](#_Toc525825207)

[3.5.6 English Language 15](#_Toc525825208)

[3.5.7 Disabilities Services 16](#_Toc525825209)

[3.5.8 Counselling and Wellbeing 16](#_Toc525825210)

[3.5.9 The Big White Wall 17](#_Toc525825211)

[3.5.10 Research Training and Support Grants (RTSG) 17](#_Toc525825212)

[3.5.11 Unsatisfactory Academic Performance Procedure (‘UAPP’) 17](#_Toc525825213)

[4. Advertising New Studentships and Admissions 17](#_Toc525825214)

[4.1 New Projects 18](#_Toc525825215)

[4.1.1 Large Grant Funded Studentships 18](#_Toc525825216)

[4.1.2 NERC DTP Awards 18](#_Toc525825217)

[4.1.3 ESRC Awards 18](#_Toc525825218)

[4.1.4 EPSRC Awards 18](#_Toc525825219)

[4.1.5 Other Awards 18](#_Toc525825220)

[4.1.6 Flexibility 18](#_Toc525825221)

[4.2 The Admissions Procedure 18](#_Toc525825222)

[5. Scholarships and Funding 19](#_Toc525825223)

[5.1 NERC 19](#_Toc525825224)

[5.1.1 Doctoral Training Partnership Awards 19](#_Toc525825225)

[5.1.2 Industrial CASE Awards 20](#_Toc525825226)

[5.2 ESRC Doctoral Training Partnerships and Centre for Doctoral Training 20](#_Toc525825227)

[5.3 EPSRC 20](#_Toc525825228)

[5.4 Leeds Doctoral (LDS) and Leeds International Doctoral (LIDS) Scholarships 20](#_Toc525825229)

[5.5 University Endowed Scholarships 20](#_Toc525825230)

[5.6 White Rose Studentships 21](#_Toc525825231)

[5.7 University Scholarships for Overseas/International Candidates 21](#_Toc525825232)

[6. Professional Standards for PGR Supervision 22](#_Toc525825233)

# **1. Introduction**

This handbook summarises the postgraduate research processes in the School. The handbook contains information on supervising current postgraduate researchers (PGRs) (Section 3), on proposing new PhD projects (Section 4) and a summary of funding and scholarships available (Section 5).

## 1.1 PGR Web Page

The School’s Postgraduate Research web page is at

<http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/>

It is linked from the homepage, both through the staff section of the Intranet but more easily through ‘Study here – Research Degrees’ and you’ll see the red box ‘Current PGR Resources’. This web page provides information for both PGRs and staff including induction, training, handbooks, policy and guidelines, and a whole list of resources:



## 1.2 Postgraduate Research Staff

**Director of Postgraduate Research**

[Ian Burke](http://www.see.leeds.ac.uk/people/i.burke)

**Deputy Directors of Postgraduate Research (DPGRD)**

[Fiona Gill](http://www.see.leeds.ac.uk/people/f.gill) (specializing in PGR wellbeing) – *maternity leave from August 2018-February 2019*

[Milena Buchs](http://www.see.leeds.ac.uk/people/m.buchs) (specializing in sustainability)

[Phil Livermore](http://www.see.leeds.ac.uk/people/p.livermore) (specializing in modelling/computer science)

**Postgraduate Research Administrator (PGRA)**

[Michelle Lesnianski](http://www.see.leeds.ac.uk/people/m.lesnianski)

**Postgraduate Admissions (part-time)**

[Angela Gardner](http://www.see.leeds.ac.uk/people/a.gardner)

**PGR Representatives**

The School has a minimum of one PGR representative from each Research Institute. These representatives serve on the Faculty Graduate School Committee (FGSC). They are an important means of communication and feedback between the PGRs and staff. The current PGR representatives are listed at <http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/contacts/>.

## 1.3 University Graduate Board

Various Codes of Practice and policy relevant for Postgraduate Research matters is at:

<http://ses.leeds.ac.uk/info/22172/research_degrees/1030/regulations_codes_policies_and_procedures_for_postgraduate_research>.

Graduate Board organization is at:

<http://www.leeds.ac.uk/rsa/graduate_board/protocols.html>

## 1.4 Faculty Graduate School

The University has established Graduate Schools in all of its faculties. The Graduate Schools provide focal points for PGR activities but their specific roles vary between faculties. In some ‘unitary’ faculties (e.g. Biological Sciences) the Graduate School has taken over all of the postgraduate administration, i.e. applications, admissions and monitoring of current PGRs. This makes sense for such faculties composed of departments covering similar disciplines located in the same buildings.

The Faculty of Environment (SEE, Geography and Institute for Transport Studies) has a ‘federal’ structure. The Schools are located in separate buildings and cover different, but related, research areas. The Schools also have their own efficient PGR systems. Accordingly, since the creation of the Graduate School, the 3 departments still function largely as separate bodies for PGR matters. However, the Graduate School ensures that consistent procedures are applied across the Faculty and in terms of PGR administration, SEE staff will still find day-to-day activities organised at the School level.

The Graduate School is working to bring our Faculty PGRs closer together and the administrators are located in one Graduate School Office (Room 9.27, Priestley).

The Faculty of Environment Director of Postgraduate Research Studies is Professor Pippa Chapman (*covered by Dr David Galbraith from August 2018 – February 2019*). The Faculty Graduate School Co-ordinator is Michelle Lesnianski. The Faculty Graduate School Committee meets 5 times each year, and includes all PGRTs and Deputies, PGRAs, PGR representatives from each School, and OD&PL and marketing representation. The Committee attends to the business of anything relating to PGR activity within the Faculty. This Committee reports to University Graduate Board, and has representation on each of the Graduate Board Committees: Programmes of Study and Audit Group, Scholarships, Examinations Group.

## 1.5 Leeds Doctoral College (‘LDC’)

The School and Faculty is part of the Leeds Doctoral College which provides overarching support and development opportunities for all PGRs at the University of Leeds. Bringing together the development opportunities and resources offered by the Faculty Graduate Schools and Services across the University, the LDC will help to co-ordinate the support of our PGRs including:

* Advice on applying for research degrees and scholarships
* Training and development opportunities
* Support in organizing research events
* Opportunities to network and to contribute to our research culture

The LDC, is led by Professor Claire Honess, Dean of the Doctoral College. The LDC is located centrally on campus on Level 12 of the Marjorie and Arnold Ziff Building, making it easily accessible to all PGRs. For more information about the LDC please visit [www.leeds.ac.uk/doctoralcollege](http://www.leeds.ac.uk/doctoralcollege).

# **2. Annual Timetable for Supervisors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Funding Deadlines** | **Information** | **Student Monitoring1** |
| **October** |  | ⮚Project proposals considered for following year NERC DTP so that approval can be granted before advertising them on the web.  ⮚Call for EPSRC DTP projects  ⮚PGR Open Forum (for PGRs) | ⮚Main PGR Induction activity and welcomes.  ⮚Training Plan agreed for all PGRs who commenced in October. |
| **November** |  | ⮚Deadline for submission of White Rose project proposals in line with published themes.  ⮚PhD Publication Masterclass for PGRs.  ⮚PGR recruitment information session for those students interested in research degree study in our School. |  |
| **December** |  | ⮚PGR Supervisor forum  ⮚Leeds Doctoral College ⮚SHOWCASE event |  |
| **January** | Candidates:  ⮚CSC-Leeds Partnership  ⮚NERC DTP | ⮚Successful White Rose project proposals published.  ⮚Applications invited for SEE PhD Publication Prizes. |  |
| **February** | Candidates:  ⮚ESRC DTP | ⮚NERC DTP interviews  ⮚ESRC DTP interviews  ⮚EPSRC DTP interviews | ⮚Discuss production of First Formal Progress Report (6 months) with Year 1 full-time PGRs. |
| **March** |  | ⮚ESRC DTP nominations submitted to University.  ⮚Award for best PhD Publication at prizegiving ceremony. | ⮚First Formal Progress Report due for Year 1 PGRs and Transfer Panels and viva dates agreed. |
| **April** |  | ⮚PGR Open Forum |  |
| **May** |  | ⮚Faculty LDS results published. |  |
| **June** | Candidates:  ⮚Endowed scholarships |  | ⮚Annual Progression Review (APR) meetings due for post-transfer full-time and part-time PGRs.  ⮚Oral Presentations for 1st Year Transfers (Institute Internal Seminar).  ⮚First Formal Progress Report (9 months) due for Year 1 part-time PGRs. |
| **July** |  |  | ⮚Transfer vivas for October Year 1 full-time starters and workflows to be completed on GRAD (July – September) |
| **Aug/Sept** |  | ⮚PGR registration commences for following academic year.  ⮚All fees/stipends processed.  ⮚Call for projects for DTPs |  |

**1These deadlines assume an 1st October start. For other start dates, part-time PGRs, and split-site PGRs they should be moved accordingly.**

# **3. Supervision of PGRs**

All supervisors should be familiar with the University Code of Practice for supervision of research degree candidates at

<http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/674/research_degree_candidatures_code_of_practice>.

There must be at least one supervisor on each PGR supervision panel who meets the University’s criteria for ‘sole supervision’ – this generally means that they have met all requirements below:

* attended an OD&PL course for supervisors
* supervised a PhD from start to successful completion
* passed any probationary period
* are a minimum 0.5 FTE

For full details: <http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/772/research_degree_supervisors>.

The School adopts the **University’s Co-supervision Model** of one main supervisor with a co-supervisor at Leeds. There may be other external supervisors as well.

## 3.1 Staff Training

The University has a policy that no member of staff may begin to supervise or act as an Internal Examiner for a PGR without first having undertaken some preparatory training for these roles. This applies to experienced supervisors new to Leeds as well as those new to PGR supervision. Look for the courses about **Effective Postgraduate Research Supervision** and **Effective Postgraduate Research Supervision: The Role of the Internal Examiner** [here](https://uolr3.leeds.ac.uk/temcatsearch(bD1lbiZjPTUwMA==)/courses.htm?gd_keywords=PHD%20&style=none&andor=AND&sort=BEGDA&URL=close).

## 3.2 Supervision Panels and Examiners

All PGRs in our School must normally have a minimum of two supervisors – one primary supervisor and at least one co-supervisor at Leeds. If a PGR has a CASE supervisor/collaborator external to the University, then they should be listed as ‘External Supervisor’.

Progress monitoring review meetings should be arranged with the PGR throughout the candidature:

* For full-time study these are: First Formal Progress Review (6 months), Transfer (9-11 months), followed by Post-Transfer Annual Progress Review (APR) Meetings during Year 2 and Year 3.
* For part-time study these are: First Formal Progress Review (9 months), Transfer (18-24 months), followed by Post-Transfer Annual Progress Review (APR) Meetings for each year of part-time study (up to 5 years).

Additional progress meetings can be arranged as needed. A **Transfer Examiner** must be appointed for the transfer/upgrade meeting which is held within 12 months of study for full-time candidates (ideally at the 9-11 months mark) and within 24 months for part-time and split-site candidates. A **Transfer Chair** selected from the list of Transfer Chairs will also be appointed. The Transfer Chair must be someone who holds sole supervision status (see the start of this section). The Transfer Examiner must be independent of the research and can then ultimately act as **Internal Examiner** for the PGRs PhD viva.

## 3.3 Progress Monitoring and GRAD (Graduate Record of Achievement and Development)

A number of meetings have to take place during the academic year in order for us to comply with University regulations and overseas candidates UKVI (Tier 4 visas) terms and conditions. Remember that the aim of these is to provide the PGRs with clear guidance and advice and to allow us to check their progress. Full information about pre- and post- progress monitoring is available on [Minerva](https://minerva.leeds.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_6050680_1&course_id=_474527_1) – this information and videos are aimed at the candidates however the information can be helpful to others.

All progress monitoring is now done on-line using GRAD ([https://www.research.leeds.ac.uk](https://www.research.leeds.ac.uk/)). Logon is by ISS Username and email password. GRAD is a University-wide system. It provides an electronic record and tracks meetings between supervisors and PGRs, records training, all progress reviews including transfer from provisional registration. Exam entry and thesis upload are also done via GRAD.

GRAD online training modules: [Getting started](https://mymedia.leeds.ac.uk/Mediasite/Play/3e62f90bf67045548b100b3fede0cb1b1d); [progress reports](https://mymedia.leeds.ac.uk/Mediasite/Play/8b72910ca91a4e6fa52f75ab8d112fb11d); [Transfer](https://mymedia.leeds.ac.uk/Mediasite/Play/d22cf3e27faf4912a31f14efeb4cb45c1d); [Sharing notes before meeting](https://mymedia.leeds.ac.uk/Mediasite/Play/e9b67886a17d4a42b1e480ecc97733e01d) and [after meeting](https://mymedia.leeds.ac.uk/Mediasite/Play/1bce389c46d446ec9a2a40bc0dda7efe1d). (These are aimed at candidates but helpful to supervisors as well.)

The web-based system is accessible by all PGRs, and all academic staff involved in the career of a PGR (supervisors, PGRDs and Deputies, and members of transfer assessment panel).

Supervisors will be able to see the records for each of the PGRs that they supervise. There is a ‘Tasks’ box in the top right of the GRAD screen and if there is a number showing, that is the numer of items that are awaiting your approval. You simply need to click on the tasks and then click on each item in the list.

GRAD is the formal record of a candidature. It can be accessed securely at all times, and used remotely when PGRs or supervisors are off campus. It can be easily maintained, updated and searched by its users, allowing for efficient and responsive record keeping. The system indicates to PGRs and their supervisors or supervisory team when milestone activities, such as formal progress reports, are due. It will also make it easier for joint supervisors to see and share information about the PGRs that they co-supervise.

It is not mandatory for External Supervisors to have access to the GRAD but it would be beneficial to both them and the PGR if they do. In order to have access to GRAD an External Supervisor must have an ISS Username; the application process is on the ISS website (<http://it.leeds.ac.uk/info/77/managing_your_account/125/how_to_get_computer_access_for_your_visitors>). Under ‘Category’ applicants should say that they are a ‘visitor/contractor’; Faculty is Environment; Department is School of Earth and Environment; and, in the free text box, the applicant should put that they are External Supervisor and the name of the PGR candidate and the SID number. Once the Username is allocated, the External Supervisor will be manually added to the system.

### 3.3.1 Training Plan

Within one month of a PGR commencing study, and then on the anniversary each year, supervisors and PGRs should agree and review/update the training plan. This lists any specialist training that has been identified as important for the PGR. Any useful taught courses should be identified for 1st years’; normally PGRs sit-in on lectures and are not required to be assessed. If that is the case, they simply need to be added to the VLE/Minerva as a Guest, and so do not need to formally register for the module. Awareness of the following matters should also be raised at this early stage: whether the project raises ethical issues as defined by the University; compliance with the University’s policy for safeguarding data; Health & Safety issues and training; and for international candidates whose first language is not English, whether they may need any language support. Before attending the training plan meeting, candidates are asked to be prepared, and so to consider the skills they already possess; their academic background; and to have a look at the list of University courses at <http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students2/>.

As well as research-specific and transferable skills, you should take this opportunity to discuss other aspects of the PGRs development, such as:

* the possibility of a publications strategy throughout the research degree
* English language if English is not the first language (see section 3.5.6 below)
* teaching opportunities within the Faculty and how it can aid development
* careers beyond the research degree (PGR support via <http://careerweb.leeds.ac.uk>)

### 3.3.2 Recorded Supervision Meetings

Supervisors should have no less than 10 formal meetings with their full-time PGRs each year (6 for part-time and split-site study). Obviously, we expect that within SEE, PGRs will have much more frequent contact with their supervisors than these 10 meetings – however only 10 need to be recorded on GRAD. There should be a gap of no more than 8 weeks for recorded meetings for full-time, and no more than 12 weeks for part-time study. As supervisor, you are required to approve the content of these written meeting notes in GRAD.

### 3.3.3 First Formal Progress Review

This is the 6 months meeting for full-time researchers and the 9 months meeting for part-time and split site researchers. This ‘First Formal Progress Report’ form is used for all PGR candidates. The PGR must also produce an academic report for this meeting which is normally no longer than 2000 words. At this meeting, for PhDs only, it is a good idea to agree the transfer panel and the transfer viva date so that undue delays do not occur in the process. Once that information is agreed, it should be provided to the PGR Administrator who will input the details into GRAD so that the Transfer workflow can be started by the PGR.

### 3.3.4 Transfer Report and Viva

The purpose of the transfer process is to decide whether both the PGR and the project have potential for success. By the 9-10 month mark, first year full-time PGRs should have written a transfer report which will be used by the transfer panel to determine whether the PGR should proceed from a Provisional PhD to full PhD status or another category. The oral presentation given by each PGR (as part of their Institute’s internal seminar series) is also part of this process which the supervisors should attend. The PGR is responsible for reminding supervisors of their seminar date/time. The Transfer process should be completed within the first 12 months of study. Guidelines on the University procedures and best practice for Members of the Transfer Panel are available at <http://ses.leeds.ac.uk/info/22172/research_degrees/933/transfer_process>.

Within GRAD, the Transfer workflow is started with comments/input by the PGR, and the academic transfer document written by the candidate is uploaded and then the PGR submits to their Supervisor. The Supervisor then inputs their comments about progress and submits. It is only at that point that the workflow becomes available to the Transfer Examiner and Transfer Chair (the Panel). The Panel has access to the Transfer workflow up until the day of the viva, from that date the workflow is accessible by the Transfer Chair solely, who is then responsible for making the recommendation within the workflow and submitting to the PGR Tutor. The Tutor then approves it and submits the recommendation to Graduate Board for confirmation. Any delay in submitting this recommendation may prevent the PGR from registering which may delay their stipend payments and cause them temporary financial hardship.

### 3.3.5 Annual Progress Review (APR) – Year 2

Towards the end of the second year the supervisors and PGR should meet to review progress. The PGR should prepare a report in advance. This most likely should be brief, eg, it can be a one page summary appended with published or submitted papers. In other cases supervisors may judge it to be beneficial to ask the PGR to write a more substantial report (for practice in writing a thesis Chapter, for example). Where possible, the PGR should include a draft thesis plan. The report/publication should be uploaded onto GRAD and the APR workflow within GRAD must be completed. The candidate will not be permitted to register until the APR workflow has been submitted by the PGR.

### 3.3.6 Annual Progress Review (APR) – Year 3 and beyond

A meeting between the PGR and supervisors to review the readiness of the PGR to submit their thesis. When completing this APR workflow the PGR is also required to submit on GRAD their detailed thesis plan and examples of draft chapters already written, where possible. The APR workflow within GRAD must also be completed and submitted by the primary supervisor. The workflow then goes to the PGR Administrator and then Tutor for approval. The candidate will not be permitted to register until this meeting has been held.

### 3.3.7 Examination Entry and Viva

The Examination Entry should be submitted no more than 12 months and no less than 3 months before the expected thesis submission. The workflow for the examination entry approval is within GRAD. The External Examiner should normally be from the UK and have experience of UK higher education. The Postgraduate Research budget will pay up to £250 towards travel expenses for an external examiner; one night’s accommodation (only where necessary) at a selected Leeds hotel (up to £100); and reasonable costs to host the external/subsistence (eg, £10pp lunch, and £25pp dinner). Supervisors are expected to find ways of meeting any higher costs.

The PGRA should be notified as soon as the viva date has been arranged and then, immediately following the viva, the signed Preliminary Reports and recommendation of examiners should be sent to the PGRA for authorization and onward transmission to University Graduate Board Examinations Group for approval.

Upon completion of any thesis corrections/deficiencies, the Internal Examiner notifies the PGRA and the PGR should then generally submit one corrected hard-bound theses to the counter at the Student Services Centre, Marjorie and Arnold Ziff Building and one e-thesis online through the library <https://library.leeds.ac.uk/researcher-thesis-upload>.

## 3.4 Summary of PGR progression requirements

|  |  |
| --- | --- |
| **PhD** | **Full-time:** 36 months (3 years) of full-time study plus optional 12 months overtime period.  **Part-time**: 60 months (5 years) of part-time study plus optional overtime period of up to 24 months.  **Split-site**: 60 months (5 years) – combination of full-time (whilst at Leeds) and part-time (whilst in home country) study plus optional overtime period of up to 24 months.  ***Thesis length****: no more than 100,000 words (300 pages) and thesis guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>.  **A PhD thesis may be submitted as a ‘standard’ format or as an ‘alternative’ format which includes publications. Details about the alternative format are available at :**  [**http://ses.leeds.ac.uk/downloads/download/529/faculty\_of\_environment\_protocol\_for\_the\_format\_and\_presentation\_of\_an\_alternative\_style\_of\_doctoral\_thesis\_including\_published\_material**](http://ses.leeds.ac.uk/downloads/download/529/faculty_of_environment_protocol_for_the_format_and_presentation_of_an_alternative_style_of_doctoral_thesis_including_published_material) |
| **YEAR 1** | * Registration – initially as ‘Provisional PhD’ until ‘Transfer’ referred to below. * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time and 6 per annum for part-time attendance) * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * First Formal Progress Review (6 months for full-time and 9 months for part-time and split-site attendance): A written research report should also be produced with a suggested length of 2000 words. * Transfer Seminar (as part of Research Institute Internal Seminar Series). * Transfer Report and viva. This should normally take place between 9-11 months for full-time PhDs. The suggested length of the written research Transfer Report is 5000 words. This is a formal assessment for progression to a specific degree category after the initial provisional registration stage. The Transfer viva will be with Supervisors, Transfer Examiner, and Transfer Chair. |
| **YEAR 2** | * Registration – new category from this point either as ‘PhD’ or ‘MPhil’ * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (as part of Research Institute Internal Seminar Series, normally held between October-July). * *Part-time and split-site*: Transfer Report and viva should normally take place between 18-24months. See above for notes about the report. * *Full-time*: Draft of a journal paper submitted or to be submitted for publication **or** Year 2 written research report and Annual Progress Report (APR) workflow submission on GRAD |
| **YEAR 3** | * Registration * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (see above). * Full time: Thesis outline and completion timetable and draft thesis chapter or publication and Annual Progress Report (APR) workflow submission on GRA * Full time: Exam Entry Form at link below but soon to be incorporated into GRAD   <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms>   * *Part time and split-site*: APR workflow and written research report or publication |
| **YEAR 4** | *Full time*: PGR should aim to have their thesis submitted within 3 years, but if unable to meet that guideline, PGR may register for a 4th overtime year to write up thesis. The registration fee is currently £235.  *Part-time and split-site*:   * Registration * Revise Training Plan * Regular supervision meeting minutes * Written research report or thesis chapter and thesis outline, and APR workflow on GRAD. |
| **YEAR 5** | *Part-time and split-site:*   * Registration * Revise Training Plan * Regular supervision meeting minutes * Written research report (thesis outline and draft chapter or publication) and APR workflow on GRAD * Exam Entry   PGR should aim to have thesis submitted within 5 years, but if unable to meet that guideline, may register for a 6th and also a 7th overtime year to write up thesis. The registration fee for the overtime period is currently £235 per annum. |

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| MPhil | **Full-time**: 24 months of full-time study plus optional 12 months of overtime period.  **Part-time**: 48 months of part-time study plus up to 24 months of optional overtime period.  ***Thesis length****: no more than 60,000 words (200 pages) and thesis guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>. |
| **YEAR 1** | * Registration as MPhil (ie, no transfer required) * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time and 6 per annum for part-time attendance). * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * First Formal Progress Report for (9 months for part-time and split-site study) and written research report for which suggested length is 2000 words. * Transfer Seminar (as part of Research Institute Internal Seminar Series). * Annual Progression Review (APR) workflow via GRAD |
| **YEAR 2** | * Registration as MPhil * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (as part of Research Institute Internal Seminar Series, normally held between October-July). * Submit thesis or if entering overtime year Annual Progression Review (APR) workflow and research report or publication via GRAD. * Exam entry |
| **YEAR 3&4** | *Part-time:*   * Registration * Revise Training Plan * Regular supervision meeting minutes * Research report and Annual Progress Report (APR) workflow via GRAD. * Exam entry   PGR should aim to have thesis submitted within standard period of study (2 years for FT and 4 years for PT study), but if unable to meet that guideline, may register for the overtime period to write up thesis. The registration fee for the overtime period is currently £235 per annum. |

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| --- | --- |
| MSc by  Research | **Full-time**: 12 months of full-time study.  **Part-time**: 24 months of part-time study.  ***Thesis length:*** *no more than 30,000 words (100 pages) and guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>. |
| **YEAR 1** | * Registration as MSc by Research * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time and 6 per annum for part-time attendance). * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * Full-time: Exam entry |
| **YEAR 2** | *Part-time only: As above.* |

## 

## 3.5 Postgraduate Training and Support

### 3.5.1 Research Skills

Staff should be aware of the training opportunities for PGRs so that they can advise on useful courses. The training available to PGRs within the University consists of Faculty, School, and University courses. These courses provide specific research, laboratory, and bibliographic skills, as well as transferable skills. The training programme comprises the following elements:

1. Attendance at courses co-ordinated by OD&PL (Organizational Development and Professional Learning). The list of courses for PGRs is available via <http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students2/>.
2. Attendance at selected modules of relevant MA/MSc courses run by related departments to be chosen in collaboration with PGRs/Supervisors. If the courses selected are to be formally assessed, a module enrolment form must be completed, signed, and submitted to the PGRA (available from PGRA); note that a charge may be payable in this case and will be paid from by the PGR’s Research Training and Support Grant Account (RTSG). If assessed, the candidate must pass the course in order to transfer to the next year. Formal assessment of courses, if essential, would normally be included in the initial discussions when offering the candidate a study place, and included in the formal University offer letter. If courses are not to be assessed, but if the PGRs will need access to the VLE/Minerva for lecture notes, then they should ask the Module Leader to add them to the VLE/Minerva as a Guest. Please bear in mind that the PGR is here to undertake research and should be aiming to complete their research degree within 3 years – PGRs should therefore only attend lectures which are essential to their professional development. It is rare for a PGR to have to take taught courses which are formally assessed.

3. IT courses available through University IT services <https://it.leeds.ac.uk/info/110/for_researchers>.

### 3.5.2 Postgraduate Teaching/Demonstrating

Teaching/Demonstrating is an important part of professional development of PGRs and should be discussed at the initial training analysis meeting. Across the School the engagement of PGRs for taught modules is co-ordinated by the Faculty HR Administrators. This ensures that all PGRs have equal opportunity to teach. Any enquiries about a candidate’s eligibility to teach can be verified at the Faculty HR office. Generally, PGRs can be employed up to 250 hours per session (academic year) in line with UK Research Council guidelines.

### 3.5.3 Postgraduate Demonstrating Policy in SEE

This section summarizes the School’s policy on the use of PGRs as demonstrators and teaching assistants to support student education for School modules.

Payment for Teaching Assistance / Demonstrating will be provided by the School in line with the University salary guidance as published on the University HR webpage. Note that there are different rates of pay for teaching assistants and demonstrators.

For **field class support** the Faculty has agreed to pay the ‘demonstrating’ rate for a maximum of 7 hours per day.

Full details about the University policy and procedures regarding postgraduates involved in teaching can be viewed at

<http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance>.

Key principles relevant to PGRs which guide the allocation of demonstrating support are as follows (note that ‘demonstrator’ is used to describe both demonstrating and teaching assistant roles below) -

1. Demonstrating tasks should involve a classroom, laboratory or field support role. It is not appropriate for staff to ask PGRs simply to undertake photocopying or menial tasks. Some marking can be undertaken on Level 1 modules only.
2. In most cases, where academic staff lead the session, and prepare and provide all teaching materials, PGRs should be employed as **demonstrators**. In cases where PGRs have responsibility for leading a class or are involved in significant preparation of materials, then they may be employed as **teaching assistants**.
3. For classes that include genuine practical work (including pencil and paper exercises) a ratio of ***1 demonstrator per 20 students can be provided***. A similar ratio is expected as the normal requirement where workshop-style teaching assistance is to be provided by PGRs.
4. PGRs will be asked to register their interest in teaching.
5. Before the start of each semester, teaching staff submit their request for the required number of demonstrators/teaching assistants to the School’s Human Resources (HR) administration.
6. The **HR administrator** will then e-mail all PGRs before each semester inviting applications for advertised posts. Applications will be sent to Module Leaders who will select the most suitably qualified applicants to teach their modules.
7. Demonstrators are expected to be available for all the sessions to which they are assigned.
8. Demonstrators should not normally undertake more than 6 hours per week during each semester (in line with Research Council guidelines), and should consult their supervisors to ensure their level of commitment is appropriate.
9. Demonstrators must complete the training session provided by the Faculty as soon as possible after taking on demonstrating or tutorial assistant duties. This is organized by OD&PL and courses run throughout the year, although more frequently in September/October.
10. It is module leaders’ responsibility to ensure that demonstrators are familiar with the content of each class and the approach to teaching it.
11. Demonstrators will be provided with a mentor, and evaluation of their performance will be undertaken. Opportunities will be made available to ensure that those who are teaching are receiving feedback.

## 3.5.4 Suspension of Studies

If there is a significant period of time that a PGR that you supervise is unable to undertake their research because of ill-health, personal circumstances or internship, then the PGRA can request a suspension of study on behalf of the candidate. All requests need to be approved by the University Graduate Board. A similar request can be made if there has been an incident such as fire or theft that has caused delay or repetition of research procedures. If approved it has the effect of adding an equivalent period to the deadline for the submission of your thesis. During any period of suspension, registration at the University is temporarily put into abeyance*.* This procedure can be started by the candidate on GRAD, however, it is normally preferred if the PGR speaks with the PGRA or PGRT to discuss their circumstances and so please refer the candidate.

### 3.5.5 Faculty Royal Literary Fund Fellow

The Royal Literary Fund Fellowships place professional writers in higher education institutions to offer writing support to undergraduate and postgraduate students, including PGRs. Fellows use their expertise to help students develop their own writing skills in order to improve the quality, clarity and force of their written work.  This has been shown in many case studies to aid achievement.

The Royal Literary Fund Fellow provides confidential, one-to-one mentoring, with each session lasting up to forty five minutes. PGRs can approach the Fellow directly or by recommendation from a supervisor. The mentoring process is open-ended and PGRs may return for further sessions if they or the Fellow feel it is necessary.

This year's Fellows are:

**Emily Diamand**, an award-winning author who also has extensive experience of writing for environmental campaigning organizations.

Contact: [E.M.Diamand@Leeds.ac.uk](mailto:E.M.Diamand@Leeds.ac.uk) Contact days: Thursday’s and Friday’s 10am-4pm

Office: Room 10.127, Manton.

**Julian Turner,** an award-winning British poet and mental health worker.

Contact: [geojt@leeds.ac.uk](mailto:geojt@leeds.ac.uk) Contact day: Wednesday

Office: Room 10.127, Manton

For further information visit <http://www.rlf.org.uk/fellowshipscheme/howtheschemeworks.cfm>.

## 3.5.6 English Language

PGRs whose first language is not English are asked to discuss their English language ability **as a priority** with their supervisor in the initial training analysis meeting, again at the First Formal Progress Review meeting, and then again at Transfer stage. The aim is to find out during the early stages of their research career whether additional language support is needed. Candidates unable to demonstrate adequate core language skills who are allowed to continue beyond Transfer will not normally continue to receive Language Centre support.

All candidates whose first language is not English are classed as ‘AMBER’ at the start of their research degree because they have achieved IELTS 6.0 for entry to Leeds within the last two years. As part of the training plan, their language should be assessed by their supervisory team and confirmed as one of the following:

GREEN

**No core language problems identified.** PGR may wish to develop broader academic literacy skills through enrolment on appropriate PGR Language Centre and OD&PL workshops.

AMBER

**Further core language development likely to be beneficial**. PGR to enrol on PGR Language Centre academic courses and workshops.

RED

**Language puts PGR at risk of not achieving Transfer**. PGR to be referred to Language Centre for intensive, individualised core language development until Transfer. Possibility of ‘Language Supervisor’ joining Supervisory team until Transfer.

It is the joint responsibility of both the PGR and their supervisors to check this web page below for training that is available and to download the tool ‘Quick Check’ to assess their needs for English language training: <https://www.leeds.ac.uk/arts/info/125008/english_language/2392/insessional_classes/3>. You will see that **Core Language Skills 1 and 2** workshops include academic writing training. Full information about the courses and support are available at the above web site.

## 3.5.7 Disabilities Services

The service provides support for disabled PGRs with a Specific Learning Difficulty such as dyslexia and those with diagnosed mental health conditions. Your PGR may already have had contact with the service. Contact with the service can be made at any time throughout the PGRs research degree study.

The service is keen to begin working with PGRs so that it can learn more about the candidate and ensure that any support is in place as soon as possible. The first step in this process is for the PGR to sign up to the service, completing a quick and easy online form helps the service to understand any difficulties that are being experienced. PGRs can sign up via: <https://fs26.formsite.com/disabilityservices/signup/index.html> or call in to see the friendly reception staff 9:00-5:00 in the Chemistry West building.

Full information is available via <http://students.leeds.ac.uk/info/10710/disability_services> and information specific to PGRs is at <http://students.leeds.ac.uk/info/10710/disability_services/740/disabled_postgraduate_research_students>.

Disabilities Services (DS) offers specialist support and can also advise about any sources of funding and help candidates to fill in the forms. To access support services, including a full assessment of support needs please visit <http://students.leeds.ac.uk/info/10720/how_we_can_support_you/724/leeds_assessment_centre>.

Support for PGRs can be accessed at any time . A framework of reasonable adjustments has been created and can be accessed via <http://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments>.

The Disability Coordinator for Faculty of Environment is currently Rachel Healey ([r.a.healey@leeds.ac.uk](mailto:r.a.healey@leeds.ac.uk)).

Contact DS Reception to book an appointment:

* Email [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)
* Ring: 0113 343 3927
* Call in 9:00-to 17:00

## 3.5.8 Counselling and Wellbeing

The service will work with PGRs to help with the management of their wellbeing and mental health, to develop insights into their situation alongside the tools and strategies to make the most of their time at University. The Counselling Services has a multi-disciplinary team of counsellors, mental health advisors and wellbeing practitioners offering a range of support, from Big White Wall’s 24/7, online support, to workshops, groups and individual appointments. The service make referrals, where appropriate, to specialists in other areas.

There is online support to PGR supervisors, including the **University Crisis/Emergency Response Pathway** via <http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/resources/> under ‘Useful Links for Supervisors’ and ‘PGR wellbeing’. You will use your University sign-in details to access the documents in Minerva.

**Counselling appointments:**

19 Clarendon Place, Leeds LS2 9JY

Tel: 0113 343 4107

Email: scc@leeds.ac.uk

Website: <http://students.leeds.ac.uk/info/100001/counselling_and_wellbeing/957/counselling_wellbeing_and_mental_health_support>

**Mental Health and Wellbeing Support:**

Appointments are usually held co-located with Disability Services, Chemistry West Block, LS2 9JT

## 3.5.9 The Big White Wall

Big White Wall provides a free anonymous 24/7 online peer and professional support where individuals can explore their feelings and learn how to improve and self-manage their mental health and wellbeing. Many of our peer institutions provide The Big White Wall to their students. As a member of the University PGRs can join using their University email address for verification that they are a PGR here at Leeds. Registration can be using any device. The service is based on reflective listening as opposed to counselling. PGRs can also register for self-help courses on-line through ‘The Wall’. There are lots of topic areas which are common to many people where experiences can be shared. [www.bigwhitewall.com](http://www.bigwhitewall.com)

## 3.5.10 Research Training and Support Grants (RTSG)

Most PGRs have an RTSG (research training and support grant) account in the School in their name. That applies to PGRs supported on University scholarships, UKVI doctoral training grants, and those international PGRs for whom a bench fee has been agreed to cover research costs. The amount may vary according to the type of scholarship or the bench fee agreed. For those PGRs who are self-funded or who do not have any RTSG with their sponsorship, the School will pay £750pa x 3 years into each account for full-time PGRs, and £450pa x 5 years for part-time PGRs.

The exception is PGRs who are supported on large grants (eg, UKVI, EU) because it is expected that the PI will have sought research costs on the grant for the project and so the PGR will spend directly from the grant, with the authorization of the PI.

These funds can be accumulated over the three years to spend on a single item or conference.

### 3.5.11 Unsatisfactory Academic Performance Procedure (‘UAPP’)

Instigation of the University’s UAPP may take place at any stage in the candidature. Unsatisfactory academic progress is usually identified when a PGR has not met the requirements set out under responsibilities of the Code of Practice for Research Degrees. The UAPP should be viewed as providing additional support to PGRs who are currently not meeting the requirements of the programme. Examples include:

* Failure to provide evidence of satisfactory progress
* Failure to present written work to an adequate standard
* Failure to present work to an agreed timescale
* Failure to maintain regular contact with supervisors and to attend formal supervision meetings

Full details of the UAPP are at:

<http://ses.leeds.ac.uk/downloads/download/134/unsatisfactory_academic_progress_procedure>.

# **4. Advertising New Studentships and Admissions**

We are committed to attracting as many good candidates to the School as possible. One part of this is to ensure that we advertise good projects as effectively as possible. Key to this is having good up-to-date project descriptions with exciting titles on the School’s web site, and then making sure that potential applications can find and then navigate their way around our site.

Another part is ensuring that our PGRs enjoy their time spent in Leeds and are well supported. Word of mouth is one of the strongest marketing tools and our alumni may be in positions of influence to direct potential candidates to our School.

## 4.1 New Projects

New projects are normally posted on the School web pages from early-November (competition) or as they become available (funded). A Word document ready to go on the web should be sent to the PGRA with details about the funding (name of sponsor, amount of award, eligibility requiremens, how long the funding is for (eg, 3 years, 3.5 years, 4 years), any application deadline for the candidate, and potential PhD start date). Projects will be organised and displayed on the web according to their funding.

### 4.1.1 Large Grant Funded Studentships

Project studentships can become available at any time of year. The project description and the funding information referred to above should be sent to PGRA at any time and the project will be posted onto the School’s web pages.

### 4.1.2 NERC DTP Awards

The School is a key partner in the Leeds/York SPHERES Doctoral Training Partnership (DTP) which includes four other departments at Leeds (Geography, Chemistry, Biology, and Mathematics) and the Chemistry Department at York University. The DTP makes around 28 awards per year and visit <http://www.nercdtp.leeds.ac.uk/> for full details about the DTP and also the projects available in the current competition.

The proposal for the DTP2 ‘PANORAMA’ was submitted in 2018 and the outcome expected in October 2018. This DTP2 includes all of the above plus Civil Engineering at Leeds, and also Energy and Environment at Hull. A total of 40 PhDs per year are expected to be allocated.

### 4.1.3 ESRC Awards

The School is eligible to participate in the ESRC WR DTP (<http://wrdtc.ac.uk/postgraduate-programme/>) and ESRC Data Analytics CDT (<http://lida.leeds.ac.uk/study-training/datacdt/>).

### 4.1.4 EPSRC Awards

The Faculty is normally eligible to participate in the University EPSRC DTP competition and when that becomes the case, information will be circulated by email.

### 4.1.5 Other Awards

We can of course display suggested projects on the web for which there is not yet any identified source of funding. Interested candidates can bring their own funding or can apply for any of the University’s scholarships for which they might be eligible. Information about the University’s scholarships is at <http://scholarships.leeds.ac.uk> from November each year and note that once a competition deadline has passed, the competition is removed from the website.

### 4.1.6 Flexibility

Inevitably some new PhD projects arise during the academic year through discussions with good applicants and changing research opportunities. We can, of course, add new projects to the website during the year, although a case would normally need to be made to the School Research Committee.

## 4.2 The Admissions Procedure

1. *Initial enquiry.* Liaise directly with a potential candidate if you wish, but please refer candidates to the PGR study applications webpage:

<http://www.see.leeds.ac.uk/admissions-and-study/research-degrees/>.

1. *Receipt of an Application for Research Degree Study.*All applications are made through the University’s On-Line Admissions (OLA) facility, at which time supporting documents are usually uploaded onto the OLA by the candidate. Incoming applications are logged into an admissions database and the qualifications will be checked for eligibility. Each time a new application and all supporting documents are received, an email will be sent to relevant potential supervisors outlining the candidate’s interests and giving a link to their file which is stored on the School’s Network Drive.
2. *Registration of interest.* Any member of staff who is interested in an applicant should inform the PGRA immediately. They will be instructed to communicate with the applicant directly and hold an interview/Skype meeting and then confirm/finalise the details of the project. If nobody expresses any interest in an applicant within 8 weeks, the applicant will be told that their application has been unsuccessful.
3. *Scholarships.* If an applicant has not already secured funding, or is applying for a project that does not have secured funding, the PGRA will recommend scholarships that might be suitable. Funding sources are available on the School’s web pages: <http://www.see.leeds.ac.uk/admissions-and-study/research-degrees/training-centres/>.
4. *Monitoring.* The PGRA will monitor all references and scholarship documents in consultation with the PGRD. The PGRA will liaise with the candidate and the proposed supervisor in an attempt to ensure a successful application. Interviews for School scholarships will normally be arranged by the PGRA but those members of staff who secured their own project funding will proceed with interview arrangements themselves. A minimum of two academic members of staff is required for interview panels, ideally with a gender balance and an independent assessor.
5. *Selection.* All decisions regarding selection of candidates for funded studentships and scholarship competitions will be made on academic grounds. The criteria will consist of the following:

* Quality of the Candidate
* Quality of the Project
* School Research Strategy

1. *Offer.* If an applicant is successfully matched to a potential supervisor, the PGRD will make a recommendation to the University to make a formal offer. This offer will likely be subject to certain conditions (eg, funding, obtaining a particular grade in final exams, English language test). An informal offer will also be sent to the applicant by the PGRA. Any offer made to an overseas sponsored candidate should normally include a Bench Fee to cover research costs associated with the project; the Bench Fee should be costed in accordance with the requirements of the project to be undertaken.
2. *Acceptance.* If an applicant accepts the University’s offer, the PGRA will write to the applicant with full details about registration and the induction meeting.

# **5. Scholarships and Funding**

## 

## 5.1 NERC

### 5.1.1 Doctoral Training Partnership Awards

Awards are generally offered to the best qualified candidates who show the greatest research potential, and to receive a full NERC award, a candidate must have a minimum 2.1 UK Bachelor’s degree (or equivalent) and must normally be a UK citizen. Some full awards can be made to EU candidates because the DTP has some additional funded awards contributed directly by its partner departments and universities. However, under UK research council eligibility guidelines, EU candidates normally get sponsored on FEES ONLY awards (which include RTSG) UNLESS the EU candidate is assessed as ordinarily resident in the UK, or has completed a minimum 3 year degree at a UK institution *immediately* preceding research degree study. A candidate who has received Indefinite Leave to Remain in the UK would also be eligible.

* It is very desirable that the projects involve a CASE partner. Institutes must strive to achieve a minimum rate of 1/3 conversion to CASE awards. A NERC CASE award pays, as a minimum, £1,000pa to the RO for the duration of the funding.
* A doctoral training award normally pays an extended Research Training and Support Grant (RTSG) which includes a contribution towards conference funds, research costs, and fieldwork/exceptional consumables.
* The decision on the allocation of doctoral training awards will be made by an interview panel.

The PGRA registers all awardholders on JeS within one month of their start date.

### 5.1.2 Industrial CASE Awards

Discontinued from 2018.

## 5.2 ESRC Doctoral Training Partnerships and Centre for Doctoral Training

The University takes part in an ESRC DTP which commenced in 2017. There are over 60 matched-funded awards across the DTP each year and about half of these will likely be 1+3 funded awards (MA Social Research (Interdisciplinary) plus PhD) and half will be +3 awards (PhD only). There will also be Collaborative and Network awards as part of this DTP and supervisors will be required to apply for those.

A Data Analytics CDT was awarded to Leeds, Liverpool, Manchester and Sheffield in 2017 for 3 years. The CDT is managed at the Leeds School of Geography. The awards are 4 years Integrated PhD/MSc and there is around 4 awards per in institution for 2017 and 2018 and 5 awards per institution for 2019 entry.

## 5.3 EPSRC

1. The Faculty of Environment normally receives at least one EPSRC DTP award each year based on research income, research fellows, REF. This is normally allocated between SEE and Institute for Transport Studies (each of whom bring in EPSRC research income).
2. Some members of staff whose research falls within the remit of EPSRC have succeeded in securing project studentships and Industrial CASE studentships.
3. The University sometimes has an EPSRC Open Competition. This allocation is based on EPSRC funding obtained by departments whose EPSRC funding would amount to less than half the cost of one full quota studentship; these ‘small’ amounts are then combined into ‘full awards’ and the University runs an internal competition.

The research project must fall within the areas covered by the EPSRC and must therefore relate to engineering and physical sciences or interdisciplinary research relating to these areas. Normal research council rules apply: available to UK candidates or EU candidates who have been resident in the UK for at least 3 years immediately preceding the start of the research degree.

## 5.4 Leeds Doctoral (LDS) and Leeds International Doctoral (LIDS) Scholarships

LDS are intended for new applicants from the UK or EU. LIDS are intended for overseas (non-UK/EU) candidates. The School can normally put forward up to 2 candidates to the Faculty competition. In recent years, the award has covered tuition fees plus a full stipend at the research council rate.

## 5.5 University Endowed Scholarships

These are intended for new applicants from the UK or EU. They have specific criteria which must be met and on occasion requires evidence. Application deadline is normally in June each year.

## 5.6 White Rose Studentships

This initiative has now been running over 10 years and was set up to encourage collaborations between Leeds, Sheffield and York. The studentships are funded directly by the three White Rose Universities and fund UK/EU candidates for full-time study with tuition fees, an RCUK rate stipend and a contribution towards travel and research expenses. Each studentship will involve two supervisors – one Lead Supervisor at the lead institution and a co-supervisor at the partner-institution (eg, Leeds/York, Leeds/Sheffield). Strategic themes are agreed each year, and a call for network proposals is made around October. The agreed networks are usually announced in early-mid December, and then advertised to prospective candidates in January.

## 5.7 University Scholarships for Overseas/International Candidates

The University has scholarships for non-UK/EU candidates. There is the China Scholarships Council (CSC)-Leeds Partnership scheme which has been running for a number of years in which successful applicants to the scholarship scheme are awarded a full tuition fees bursary for 3 years if they are successful in securing a CSC award in China which pays their stipend and return air ticket to the UK. The University normally awards around 13 of these each year. There are also Leeds International Doctoral Scholarships (LIDS) which are fully-funded awards for outstanding candidates (see above).

6. Professional Standards for PGR Supervision

**Code of Professional Standard for Supervision of Postgraduate Researchers**

Postgraduate Researchers (PGRs) are an essential part of the research activity within the School of Earth and Environment (SEE). PGRs work in partnership with supervisors, who offer advice and guidance. Our PGRs are early career researchers who will receive relevant research and generic skills training to enable them to enter a variety of fields upon completion of their research degrees. However, we also recognise that some PGRs will already have significant skills and research experience and that their research degree training will build on this expertise. The School is committed to excellent training tailored to the individual strengths and needs of our PGRs. This Code sets out **minimum** professional standards for supervising postgraduate researchers with the aim of delivering successful research degree programmes according to our national and international expectations and to inspire all of our PGRs to develop their full potential.

|  |  |
| --- | --- |
| **Supervision** | 1. Full-time PGRs will receive a minimum of 10 supervision meetings throughout the year not including the formal progression meetings (eg, 6-months, transfer, Post-transfer annual review meetings). Part-time and Split-Site candidates will receive a minimum of 6 supervision meetings per year, not including annual formal progression review meetings; 2. These meetings must be recorded on GRAD (<https://research.leeds.ac.uk>) and must provide meaningful feedback to the candidate concerning the meeting; 3. These meetings should be pre-arranged (usually face-to-face) and should be scheduled to last for at least an hour. The meetings should allow for an in-depth discussion of research ideas and progress; 4. SEE normally requires a minimum of two Leeds supervisors for each PGR; 5. In circumstances of an extended absence of the supervisor (eg, sabbatical, long-term illness) a meeting between PGR and supervisors should clarify the anticipated needs of the PGR during this period and how these needs will be covered (eg, cover by second supervisor; need to extend supervisory team; contact possibilities to supervisor during that time). PGRT or PGR administrative staff should be notified. 6. In circumstances where supervisors leave the University they must ensure that the PGRT (or PGR administrative staff) is notified so that the supervision arrangements can be discussed; 7. The responsibilities of supervisors are laid out in Section 4.3 of the Code of Practice for Research Degree Candidates at the University of Leeds:   <http://www.leeds.ac.uk/rsa/assets/pdfs/Policies/Code_of_Practice_RDC_2014-15.pdf>. |
| **Feedback** | 1. PGRs can expect timely feedback on written work; 2. The timescales should depend on the length of the written work with feedback on short pieces (eg, reports, literature review, thesis chapters) expected within 10 working days and with feedback on longer pieces (eg, thesis) being provided to the candidate within six weeks (or *pro rata* for part-time staff); 3. Where the above timelines are not possible an alternative deadline that does not hinder the candidate’s progress should be agreed between supervisor and PGR; 4. The PGR should inform the supervisor as early as possible about their plans to submit work for feedback; 5. Short enquiries (eg, through email) should be answered within 3 working days. If a response is likely to take longer the PGR should be informed of the delayed response. |
| **Training** | 1. In discussion with the PGR, the supervisors will identify and define training needs at least at the beginning of each year of study (within one month of the candidate’s registration). 2. The training plan must input into GRAD at the beginning of each year of study. 3. Supervisors should discuss options to support the School’s Undergraduate and Master programmes through demonstrating roles. 4. Supervisors and PGR should explore options for internships or practical experience during the time of study. 5. Supervisors and PGR should discuss careers beyond the research degree being undertaken and address any training needs required to achieve those aspirations. |
| **Publications** | 1. Supervisors should encourage and support the PGR in publishing their research results in relevant outlets during their candidature; 2. Supervisors and PGRs agree to the SEE guidance on authorship of publications downloadable from the School’s research pages   <http://www.see.leeds.ac.uk/internal-users/staff/research> |
| **Research Impact** | 1. Supervisors should encourage the PGR to present their work at relevant local, national and international conferences; 2. Supervisor should encourage the PGR to be an active member of the relevant research groups and to attend relevant seminars and meetings. |
| **Examination** | 1. Supervisors should support the PGR with the preparation for the final oral examination by identifying suitable internal and external examiners early and by submitting the exam entry form no later than 3 months before the expected thesis submission; 2. Supervisors should discuss the option of alternative thesis submission well in advance of the completion of the exam entry form. The faculty protocol for alternative thesis submission can be found on the [internal PGR webspace](http://ses.leeds.ac.uk/downloads/download/529/faculty_of_environment_protocol_for_the_format_and_presentation_of_an_alternative_style_of_doctoral_thesis_including_published_material). 3. Supervisors should offer the PGR the opportunity of a mock viva. |
| **Pastoral Care** | 1. Supervisors should inform the PGRD or the PGR administrative staff if they have any concerns related to a PGR’s progress or wellbeing. |

SEE/SR/Apr 2016