

# SRI Doctoral Programme

# Handbook 2018

Note: This document is supplementary to the School’s Postgraduate Researcher Handbook (please read this in detail!) and the University’s Postgraduate Research Handbook.

## Introduction

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| Sustainability Research Institute  School of Earth and Environment  FACULTY OF ENVIRONMENT |

The Sustainability Research Institute’s inter-disciplinary research focuses on the causes and consequences of environmental change at different scales and in diverse contexts. In addition, we specialise in participatory, action-oriented research that brings together government, businesses, NGOs and local communities.

We see our doctoral programme and the Postgraduate Researchers (PGRs) on this programme as integral to the activities and success of SRI. PGRs that graduate from the programme will influence the achievement of sustainable development in the future. Hence, we are committed to providing the highest level of interdisciplinary research training on sustainable development. The aims of the doctoral programme are to:

1. provide interdisciplinary research training on sustainable development;
2. provide a broad understanding of the different research areas and methods needed for sustainable development research;
3. provide a research culture for expanding the boundaries of sustainable development research;
4. explore new approaches to problem solving and to apply results of research to relevant problems.

## Key contacts

* [Dr Ian Burke](http://www.see.leeds.ac.uk/people/i.burke), Director of Postgraduate Research (PGRD)
* [Dr Milena Buchs](http://www.see.leeds.ac.uk/people/m.buchs), Deputy Director of Postgraduate Research (**SRI**) (DPGRD)
* [Dr Fiona Gill](http://www.see.leeds.ac.uk/people/f.gill), Deputy Director of Postgraduate Research (**well-being**) (currently on maternity leave)
* [Dr Phil Livermore](http://www.see.leeds.ac.uk/people/p.livermore), Deputy Director of Postgraduate Research (**modelling/computing**)
* [Mrs Michelle Lesnianski](http://www.see.leeds.ac.uk/people/m.lesnianski), School Postgraduate Research Administrator
* [Mrs Angela Gardner](http://www.see.leeds.ac.uk/people/a.gardner), School Postgraduate Research Administrator
* [Rachel Palfrey](http://www.see.leeds.ac.uk/people/r.palfrey) and [Thirze Hermans](http://www.see.leeds.ac.uk/people/t.hermans), SRI Postgraduate Research Representatives

## SRI Doctoral Programme

The programme of study detailed below links the formal University, Faculty of Environment and School of Earth and Environment requirements with the SRI approach to produce thorough research scholarship training in sustainable development.

### Induction

A series of induction meetings is organised by Angela Gardner and held in the first week of October, when you are introduced to key elements of School and Faculty systems, including safety measures and IT provision. The University holds formal PGR Welcome Events throughout the year intended to sign-post PGR support within the University. The University’s Equality Unit ensures that the needs of all members of the University are understood and met wherever possible. PGRs are introduced to GRAD (Graduate Record and Achievement Development) as part of their induction.

### Supervision team and progress monitoring

Supervisory meetings are held on a regular basis as appropriate to the needs of the PGR, although it is a University requirement to have a minimum of 10 formal documented meetings each year for all full-time researchers, and 6 per year for part-time. All researchers will normally have a minimum of two supervisors who are staff members at Leeds; additionally, some researchers may have supervisors who are external to the University and referred to as ‘External Supervisors’.

**Full-time PGRs** are required to produce annual progression reports as follows:

* Year 1: two assessments – the First Formal Progress Review (FFPR); and, Transfer
* Year 2 and beyond: Annual Progress Review (APR)

The FFPR is held 6 months after commencement of the research, and the Transfer should ideally be held between months 9-11; it is referred to as the ‘Transfer’ or ‘Upgrade’ meeting because it is a formal assessment which normally changes your registration status from ‘Provisional PhD’ to ‘PhD’. At the formal Transfer assessment, a Transfer Chair and a Transfer Examiner (i.e., two independent assessors) will be appointed to conduct the viva. Your supervisor will also normally attend the meeting and will take part in the discussions but will not have any involvement in the decision-making.

**Part-time PGRs** (including split-site candidatures): the First Formal Progress Review (FFPR) is due at 9 months, and normally followed by the Transfer/Upgrade report and meeting at 18-24 months. Annual Progress Reviews (APR) are required to be documented thereafter. Further information on the format and content of reports/oral presentation for these meetings is available in the Postgraduate Researcher Handbook, including key dates.

All researchers are encouraged to discuss their ideas with other members of SRI staff at seminars or more informally.

Progression is monitored at School level by the PGRD and, where necessary, members of the School Research Committee.

A workflow within GRAD should be completed, first by the PGR, and then by the main supervisor for all progress review meetings both pre- and post-transfer.

### Research skills training

At the commencement of study, PGRs in conjunction with their supervisors complete a Training Plan on the PDR. The plan covers both subject specific skills and generic skills training. The Training Plan must be updated at the beginning of each year of study to identify training requirements for the following 12 months.

Those who have successfully completed the MRes in Sustainability Research or the MA Social Research (Interdisciplinary) are assumed to have completed the necessary research training to start the PhD programme.

During the first supervisory meeting, the training needs and plans are agreed between supervisors and researchers and recorded on GRAD. Unless researchers have previous research training or experience, they are **expected to attend** the modules listed below, or any other modules recorded as part of their entry requirements. These modules are required for ESRC-sponsored PGRs (White Rose DTC). *It should be noted that assessment in these modules is not normally a requirement, but PGRs are expected to attend lectures*:

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| SOEE5492 | [Research Philosophy and Design in the Environmental Social Sciences](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5492Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&M=SOEE-5492M) |

Qualitative Research methods

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| [SLSP5308M](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SLSP-5308M) | [Qualitative Research Methods](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SLSP-5308M) |
| [LUBS5281M](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=LUBS-5281M) | [Advanced Qualitative Methods](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=LUBS-5281M) |

There are additional qualitative research methods courses run by other schools, e.g. in Education, Health Care and Medicine, which might be suitable for you depending on your topic, please discuss with your supervisors.

Quantitative Research Methods:

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| GEOG5255M | [Geodemographics and Neighbourhood Analysis](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=GEOG-5255Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=GEOG-5255M) |
| TRAN5060M | [Welfare Economics and Cost-Benefit Analysis](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=TRAN-5060Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=TRAN-5060M) |
| TRAN5113M | [Transport Econometrics](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=TRAN-5113Mhttp://webprod3.leeds.ac.uk/banner/dynmodules.asp?Y=201718&M=TRAN-5113M) |

Again, there are a range of other quantitative methods research modules in different schools, including various modules on GIS in Geography. Please discuss with your supervisors which quantitative methods module(s) may be the most suitable one(s) to do if you have training needs in this area.

You may also choose to attend any of the following modules (please do not over-commit your time though – the emphasis should be on pursuing your own research, although some of these courses could be of particular value to your professional development):

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| SOEE5051M | [Business, Environment and Sustainability](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5051Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5051M) |
| SOEE5094M | [Introduction to Ecological Economics](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5094Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5094M) |
| SOEE5095M | [Environmental Economics and Policy](http://webprod3.leeds.ac.uk/catalogue/dynmodules.ashttp:/webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5095Mp?Y=201718&F=P&M=SOEE-5095M) |
| SOEE5281M | [Introduction to Sustainability](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5281Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5281M) |
| SOEE5341M | [Issues and Cases in Corporate Social Responsibility](http://webprod3.leeds.ac.uk/cataloghttp:/webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5341Mue/dynmodules.asp?Y=201718&M=SOEE-5341M) |
| SOEE5472M | [Environmental Policy and Governance](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5472Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5472M) |
| SOEE5483M | [Critical Perspectives in Environment and Development](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5483Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5483M) |
| SOEE5540M | [Climate Change: Physical Science Basis](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5540Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5540M) |
| SOEE5550M | [Climate Change: Impacts and Adaptation](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5550Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5550M) |
| SOEE5561M | [Climate Change Mitigation](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5561Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5561M) |
| SOEE5582M | [Tools and Techniques in Ecological Economics](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5582Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5582M) |
| PIED5256M | [Global Inequalities and Development](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=PIED-5256Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=PIED-5256M) |
| PIED5562M | [International Relations and the Environment](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=PIED-5562Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=PIED-5562M) |
| TRAN5060M | [Welfare Economics and Cost-Benefit Analysis](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=TRAN-5060Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=TRAN-5060M) |
| TRAN5113M | [Transport Econometrics](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=TRAN-5113Mhttp://webprod3.leeds.ac.uk/banner/dynmodules.asp?Y=201718&M=TRAN-5113M) |

Please note: due to very high Master’s student numbers in 2018-19, the following module will not be available for PhD students to attend lectures. However, you are welcome to register on Minerva/the VLE, and view the presentations, videos of the lectures, and have access to all readings and course materials:

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| SOEE5010M | [Research Methods](http://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201819&M=SOEE-5010Mhttp://webprod3.leeds.ac.uk/catalogue/dynmodules.asp?Y=201718&F=P&M=SOEE-5010M) |

We also encourage you to take advantage of the training and networking opportunities presented by relevant Doctoral Training Centres. You will receive updates on these electronically, but here are some places to look for current offerings:

* White Rose Social Science DTC: <http://wrdtc.ac.uk/training/>, Leeds contact Katie Barclay, K.Barclay@leeds.ac.uk.
* Leeds York NERC Doctoral Training Partnership: <http://www.nercdtp.leeds.ac.uk/>, contact Dr Sebastian Rost ([S.Rost@leeds.ac.uk](mailto:S.Rost@leeds.ac.uk)) or Dr Nigel Richards (N.A.D.Richards@leeds.ac.uk).
* [EPSRC Centre for Doctoral Training in Bioenergy](http://www.engineering.leeds.ac.uk/bioenergy): <http://www.engineering.leeds.ac.uk/bioenergy/>, contact James McKay [j.mckay@leeds.ac.uk](mailto:j.mckay@leeds.ac.uk).

Further training can be identified and agreed with supervisor(s) using the following sources:

* Researcher development is delivered by [OD&PL](https://peopledevelopment.leeds.ac.uk/services/postgraduate-research/) (Organizational Development and Professional Learning) In addition, links are given to research related services. Language tuition and first aid training are available to all, although there may be a charge. The First Aid courses are specifically designed to develop the team-working, leadership, and communication skills of PhD researchers. One-to-one tuition in statistics and LaTeX are available. The Faculty collaborates with the University Careers Service to provide workshops on career skills for both early-stage and late-stage PGRs.
* PGRs have the opportunity to visit overseas universities to collaborate with other international researchers, through either the World Universities Network (WUN) or schemes like Leonardo (<http://www.leonardo.org.uk>). WUN is particularly important in providing internationally enhanced training and research frameworks, for example, through the video-linked seminar series ‘WUN virtual seminars in climate change’. For further information about WUN visit: <http://www.wun.ac.uk/about/members/university-leeds>.
* The Economic and Social Research Council (ESRC) offers a wide range of research training courses at various universities in the UK. Frequently it offers bursaries to pay for travel and other course related costs. See <http://www.ncrm.ac.uk/training/>

There is also the option to undertake the module led by Dr Susannah Sallu that involves a fieldtrip to Tanzania. PGRs who have attended the module have benefited significantly by conducting research on survey tools and appreciating the challenges of undertaking fieldwork in Africa. If interested you should contact Dr Susannah Sallu by email before mid-October. Please note there is an additional fee for this module.

### Academic skills training

SRI believes in training all PGRs in the intellectual and academic skills and knowledge required for sustainable development research. This means being able to converse and work in the broad interdisciplinary field of sustainable development.

SRI is internally organised in four interdisciplinary research groups:

* [Business & Organisations for Sustainable Societies (BOSS)](http://www.see.leeds.ac.uk/research/sri/research/business-and-organisations-for-sustainable-societies/) (Coordinator: Dr Pasi Heikkurinen [p.heikkurinen@leeds.ac.uk](mailto:p.heikkurinen@leeds.ac.uk)) (until Dec 2018)
* [Economics and Policy for Sustainability](http://www.see.leeds.ac.uk/research/sri/research/economics-and-policy-for-sustainability/) (Coordinator: Dr Dan O’Neill [d.o.neill@leeds.ac.uk](mailto:d.o.neill@leeds.ac.uk))
* [Environment and Development Research Group](http://www.see.leeds.ac.uk/research/sri/research/environment-and-development-research-group/) (Coordinators Dr Susie Sallu [s.sallu@leeds.ac.uk](mailto:s.sallu@leeds.ac.uk) and Eleanor Jew [e.k.jew@leeds.ac.uk](mailto:e.k.jew@leeds.ac.uk))
* [Social and Political Dimensions of Sustainability](http://www.see.leeds.ac.uk/research/sri/research/social-and-political-dimensions-of-sustainability/) (Coordinator: Dr James van Alstine [J.VanAlstine@leeds.ac.uk](mailto:J.VanAlstine@leeds.ac.uk))
* [Energy and Climate Change Mitigation (ECCM)](http://www.see.leeds.ac.uk/research/sri/research/energy-and-climate-change-mitigation-eccm/) (Coordinator: Dr Katy Roelich [k.e.roelich@leeds.ac.uk](mailto:k.e.roelich@leeds.ac.uk))

PGRs are expected to affiliate themselves with at least one of the research groups (by expressing interest to contact persons provided above). Research groups offer the opportunity to interact with academic staff and fellow PGRs in regular meetings, and organize various activities such as annual PhD progress presentations (see below) and regular reading groups with academic staff, which chooses a range of key papers in sustainable development for interrogation, debate and learning.

All staff and PGRs also attend regular SRI research seminars, which consist of external, University, and SRI researchers presenting cutting-edge research

(see <http://www.see.leeds.ac.uk/research/sri/sri-seminars/>).

Each PhD researcher is required to present progress annually for discussion and constructive feedback, in seminars organized by each of the above research groups (but open to all). The format for PhDs at different stages is:

1. First Year (full-time) & First/Second Year (part-time):
   * 15 minutes presentation including:
     + Subject area
     + Background to topic of PhD
     + Research questions and aims
     + A research plan, if available
2. Second Year (full-time) & Third/Fourth Year (part-time):
   * 15 minutes presentation including:
     + Brief recap of topic of PhD
     + Preliminary results and analysis
     + A research plan
3. Third/Fourth Year (full-time) & Fifth/Sixth Year (part-time):
   * 30 minutes presentation on:
     + Select a chapter for an in depth presentation of contents
     + Future plans

All PGRs are encouraged to attend at least one conference during their period of research. Funding is made available through School PGR accounts for this purpose (see School’s Postgraduate Researcher Handbook). Researchers are encouraged also to work towards publication of at least one journal paper during their research period, and may even choose to submit an alternative format thesis which includes journal publications. In this way, researchers acquire vital skills in communication and dissemination, both oral and written, in a way that prepares them for future careers both within and outside academia. The SRI working paper series is a chance to submit a paper you are thinking of publishing to receive constructive feedback from SRI reviewers (see <http://www.see.leeds.ac.uk/research/sri/working-papers/>.

Once registered, many PGRs are able to undertake some paid teaching and demonstrating duties in the School. This provides the opportunity to gain useful experience as well as to receive payment for the work. Training and guidance is given to all researchers who are undertaking tutorial and demonstrating duties. See the University Code of Practice for Postgraduate Researchers engaged in teaching

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

### Support, resources and research environment

All PGRs who are based in Leeds should be allocated a desk and computer in an office with other PGRs. There is access to a telephone for work related matters only in each office and each PGR is normally allocated a yearly budget for conferences and project expenses. Project expenses in excess of this budget need to be financed before the start of the PhD. PGRs who are based outside of Leeds will have access to hot desk facilities when they visit Leeds.

Leeds University Library (<http://www.leeds.ac.uk/library/>) is one of the major academic research libraries of the United Kingdom. Access and lending is through University ID cards and electronic access using ISS username and password.

The Leeds University Union (<https://www.luu.org.uk/helpandadvice/browse/>) and the University of Leeds (<https://students.leeds.ac.uk/>) work together to make getting help and advice easy and accessible. The Sustainability Action Group (see <http://www.see.leeds.ac.uk/admissions-and-study/student-experience/societies/sustainable-action-group/>) provides a forum to discuss, learn and act on sustainable development issues.

A very important part of the research environment is established through the various ongoing seminar series and other relevant presentations from local staff as well as other national or international experts provided at SRI and other research institutes. SRI runs a seminar series that all PGRs are expected to attend. This will provide you with an overview of ongoing research activities at your institute but also elsewhere in the field. Your participation is a vital part of the research culture. See <http://www.see.leeds.ac.uk/research/sri/sri-seminars/>.

### Thesis and Examination

Currently, at the University of Leeds, a PhD thesis has a maximum limit of 300 pages or 100,000 words. A thesis may be submitted in the standard thesis format or the alternative thesis format (<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>). The choice of format is agreed between you and your supervisor and would like be determined on whether you meet the publication criteria when your thesis is due for submission. Both formats have equal value and are examined using the same criteria; one is not better than the other. Once the thesis has been submitted, the researcher will also have a *viva voce* (oral examination) with an internal examiner (from University of Leeds) and external examiner (normally from another university in the UK), and in some instances, and independent chair. The *viva* normally lasts a few hours, although may last longer. The supervisor may be present at the viva with the consent of the candidate although he/she is not permitted to contribute. During the viva examination of the thesis, examiners consider both the quality and value of the work and the way in which the PhD researcher has chosen to present the relevant literature, results, arguments and conclusions. The ability to express findings in a clear and concise manner will be considered an asset and excessive length or too discursive a style will be judged a weakness. A mock viva should be undertaken to practice these skills.

## Finally…

If there is any information that you think should be in this handbook, or added to the SRI Doctoral Programme then please tell Milena Buchs or one of the PGR representatives.