

Doctoral College Handbook 2023-24: Faculty of Arts, Humanities and Cultures, School of History

Faculty and School Structure

You can find our names, email address and professions [here](#).

The School of History management offices can be found on Level 3 in Michael Sadler Building, University of Leeds, Leeds, LS2 9JT. The main entrance to our building can be found [here](#).

Contacts

Please get in touch with your Graduate School for any queries you may have related to your time at the University. This may include questions about support services, discussing any changes you need to make to your studies, guidance and procedures, University services, etc. If you have a question and you are not sure who to ask, your Graduate School is the best place to start, and the staff will be more than happy to help with your query.

If you want to get in touch with your Graduate School, you can email them using the Graduate School office email address below. You are also welcome visit your Graduate School team in person.

Faculty Graduate School: ahcgradschool@leeds.ac.uk

Graduate School office location and opening hours: 29 Clarendon Place, University of Leeds, Leeds, LS2 9JT. Please contact us to arrange an appointment.

Head of Graduate School: Dr Pammi Sinha

Director of Postgraduate Research Studies (DPGRS): Jessica Meyer
J.K.Meyer@leeds.ac.uk

Head of School: Sanjoy Bhattacharya S.Bhattacharya1@leeds.ac.uk

PA to Head of School: Lisa Grant history@leeds.ac.uk

Deputy Head of School: Peter Anderson P.P.Anderson@leeds.ac.uk

Online resources

You can access our Microsoft Team [here](#).

PG Reps

Please get in touch with ahcgradschool@leeds.ac.uk.

Faculty and School PGR Facilities

You have access to a PGR only building (with toilets, lockers and kitchen) called Botany House. Rooms G04 and 1.04 are reserved for those in the Faculty of Arts, Humanities & Cultures which you are apart of. 24 hours access can be made available to you pending supervisor approval & deposit. For more information contact ahcgradschool@leeds.ac.uk.

There is also reserved space within the schools. For those within the School of History there are two rooms on the fourth floor of the Parkinson Building which are set aside for the use of postgraduate researchers in the School of History (including IMS PGRs): Room P4.24 and the Katrina Honeyman Room (P4.03). Access to these rooms is via a keypad entry; codes can be obtained by contacting history@leeds.ac.uk. Facilities include shared workspace, shared bookshelves, and shared desktop PCs. Please be sure to clear your books from the desks before leaving.

The Le Patourel Room (P4.06) is designated for use by MA students and postgraduate researchers in the **IMS only**. Access to this room is via an electronic fob. Facilities include shared workspace, shared bookshelves, shared desktop PCs, TV screen, whiteboard and pigeonholes, as well as a small reference library. The Le Patourel Room is designated as a quiet space working space. Please be sure to clear your books from the desks before leaving.

Level 13 of the Edward Boyle library is also reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

Health and Safety

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

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

The Michael Sadler Building is open between 08:00 and 19:00, Monday to Friday, during term time. The Parkinson Building is open in line with the Brotherton Library opening hours. Outside these times, access to either building can only be gained using an electronic fob, which can be assigned to individuals so that the security system can monitor people entering and leaving the building. Postgraduate researchers can request that a fob be issued to them through the MASS office by emailing history@leeds.ac.uk (there is a deposit to pay). It is very important that you do not lend your fob to anyone: if you lose it please inform the MASS office immediately.

Equipment

If there is any issues with equipment in Botany House please contact ahcgradschool@leeds.ac.uk. If there are any issues with equipment in Michael Sadler or Parkinson please contact history@leeds.ac.uk.

Funding

For faculty based grants please contact ahcgradschool@leeds.ac.uk. For school based grants please contact the management office at history@leeds.ac.uk.

Purchasing and Key Travel

Please contact the management office at history@leeds.ac.uk.

Fieldwork and Travel facilities

Please contact the management office at history@leeds.ac.uk.

Social spaces

Postgraduate researchers also have access to the School of History's staff room and kitchen facilities. Codes can be obtained by emailing history@leeds.ac.uk. Additionally there are [other spaces](#) around campus which you can use.

Printing facilities

In addition to the printing facilities across campus, postgraduate researchers may also use the School printer which is located on the fourth floor of the Parkinson Building. Swipe your ID card through the reader to log in.

Taught Elements of your Research Degree

If you are on a research degree programme with a taught element you should familiarise yourself with the [Code of Practice on Assessment](#).

In the School of History and the IMS we aim to provide outstanding teaching to all our undergraduate and postgraduate students and to enable our research staff and PGRs to carry out and publish important and innovative historical research and interdisciplinary research in medieval studies, early modern and modern history. The interdisciplinary research degrees in the Institute are structured so that, as well as embarking on their doctoral project, in the first year of study postgraduate researchers will usually audit the following taught modules:

Research Methods and Bibliography (MEDV 5110), unless completed IMS MA programme; Medieval Latin (or when available and applicable Greek, Hebrew or Arabic); A modern foreign language relevant to the subject of the research.

These are the only elements which will be examined, apart from the thesis. The requirement to take one or more of these modules may be waived if a postgraduate researcher has already undertaken a similar module in an earlier course of study. Postgraduate researchers taking taught modules will be issued with a copy of the Taught Postgraduate Handbook which contains all the guidance and regulations on taught module work and assessment.