Contents
1. Welcome! ................................................................................................................................... 0
  1.1 Key Contacts in the School of Law ...................................................................................... 1
  1.2 Research in the School of Law and beyond ........................................................................ 3
  1.3 Communication in the School and the University ............................................................. 4
  1.4 Important Dates for Postgraduate Degrees 2016-17 ........................................................ 5
2. Starting your Research Degree .................................................................................................. 5
  2.1 Registration and ID ............................................................................................................. 5
  2.2 Induction and Requirements for the First Month ............................................................... 6
  2.3 Facilities: Work Space ........................................................................................................ 6
  2.4 International Students ....................................................................................................... 8
  2.5 Keeping the School informed (including holidays) ........................................................... 8
  2.6 Useful Websites ................................................................................................................ 9
  2.7 University Research Student Handbook ......................................................................... 9
3. Your academic program ........................................................................................................... 10
  3.1 Moving forward through your PhD .................................................................................... 10
  3.2 Periods of Study ............................................................................................................... 11
  3.3 Supervision Meetings ....................................................................................................... 11
  3.4 Postgraduate Development Recording System (PDR) ..................................................... 12
  3.5 Financial Support for your Research ............................................................................... 12
  3.6 Skills Training and Development ...................................................................................... 13
  3.7 Ethics .................................................................................................................................. 16
  3.8 Transfer to full PhD (former name: upgrade) .................................................................... 16
  3.9 Submission and Examination (“viva”) ............................................................................. 18
  3.10 Guidance on Working outside your Research Degree .................................................... 19
  3.11 Suspensions and Extensions of Study .............................................................................. 19
  3.12 Withdrawal from Studies ................................................................................................ 20
  3.13 School of Law – Protocol for Research Degree Candidature ........................................ 20
4 Library Resources .................................................................................................................... 20
  4.1 Different libraries in the University .................................................................................... 20
  4.2 Researching in the University Libraries .......................................................................... 21
  4.3 Specialist libraries ............................................................................................................. 22
5. IT & computing ....................................................................................................................... 22
5.1 Information systems services – including Usernames ................................................... 22
5.2 Systems and access points available .............................................................................. 23
5.3 Printing ........................................................................................................................... 24
5.4 Data storage ................................................................................................................... 25

6. Important organizational matters ....................................................................................... 25
6.1 Dates when the University will be closed (inclusive dates shown): ......................... 25
6.2. Teaching terms ............................................................................................................. 25
6.3 Getting Help .................................................................................................................. 26
6.4. Health and Safety ......................................................................................................... 27
6.5 Security .......................................................................................................................... 28
6.6 Student Complaints ....................................................................................................... 28
6.7 School and Faculty Research Postgraduate Committees ............................................. 29
6.8 Student Reps ................................................................................................................. 29

7. University wide services .................................................................................................... 29
7.1 Leeds University Student Union (LUU)........................................................................ 30
7.2 The Equality Service ..................................................................................................... 30
7.3 Career Service ............................................................................................................... 31
7.4 Student Counselling Service ........................................................................................ 31
A personal welcome from the Head of the Law School

I am delighted both personally and on behalf of my colleagues to welcome you to the School of Law. I very much hope that your time here will be successful both professionally and personally and look forward to meeting you over the next year.

You are joining one of the leading law schools in the world. I am very privileged to work with some of the leading experts in the world in their particular fields and you should take every opportunity to get to know them. My colleagues are very accessible and committed to providing the best experience for research students that they can. Take advantage of what is on offer and you will get a great deal out of being here.

The School has a thriving and vibrant research culture in which we want you to take an active part. Indeed you need to understand that you are a very important part of the research culture within the School. There will be a large number of lectures, workshops, seminars and conferences that the School will put on during your time with us and I would encourage you to attend as many as you can. Don’t just attend events in your field. Even if you are a commercial lawyer, you will find much to interest you in the work being done in other parts of the School. Look at the School’s events diary and use your time here to widen your horizons and to spread your networks as widely as possible.

The life of a PhD student can in some respects be a very solitary one. You will spend many hours working on your thesis over the next few years, and we hope that you will enjoy that. However, don’t forget that it is important to socialise, to get to know the scholars and administrative colleagues in your School, and most importantly to get to know your fellow students. We have a vibrant and interesting group of postgraduate researchers here and very much want you to play your part in ensuring that all enjoy their time here.

Finally, I want you to enjoy your time here and be proud of your School. If there is ever anything you want to discuss with me about the School, I will be very happy to see you.

My very best wishes to you.

Professor Alastair Mullis

Head of the School of Law

University of Leeds
1. Welcome!

Welcome to the School of Law and to the University of Leeds. We are one of the largest Law Schools in the UK, home to over 800 undergraduate students, 150 Master’s students and 125 Postgraduate Research students (PGRs). With a large number of teaching, research, professional and support staff, the School is a lively, exciting and busy place. We aim to provide a friendly, supportive and collegial environment in which to study, and very much hope that you will find the time that you spend with us to be rewarding, stimulating and enjoyable, both academically and socially.

This handbook gives information about the academic and administrative systems, and the facilities available to support your studies. It should act as a point of reference for you during your time as a research student in the School, and is to be read in conjunction with the University’s Research Students Handbook, see: http://www.leeds.ac.uk/rsa/handbooks.html

1.1 Key Contacts in the School of Law

During the course of your studies at the School of Law you will probably get to know many different members of staff. Your supervisor(s) will play a key role in the development of your research and will be able to help with most academic queries. There are also other members of staff with specific areas of expertise or responsibilities whose assistance you may need to call on. Overall responsibility for the school lies with the Head of School, presently Professor Alastair Mullis. He can be contacted via his Personal Assistant Lynda Toovey (0113 343 7103, l.m.toovey@leeds.ac.uk).

Responsibility for PGR affairs rests with the School’s Postgraduate Research Tutors (PGRTs), Professor Duncan Sheehan and Dr. Jen Hendry. After you have registered, the key point of contact in the School for PGR administrative matters is Sarah Ashbridge, who will be with us for the first few weeks or Ms. Kate Hall (from November 2016), Education Services Officer, based in the Education Services Office on the ground floor of the Liberty Building. A further point of contact is Ms Karin Houkes – School Postgraduate Admissions Officer who has responsibility for admissions and annual registration.

Members of Staff with Specific Responsibility for Postgraduate Researchers

Duncan Sheehan
Postgraduate Research Tutor
Room 2.38, Liberty Building
Tel: 0113 343 39936
d.k.sheehan@leeds.ac.uk

Jen Hendry
Deputy Postgraduate Research Tutor
Room, 2.06 Liberty Building
Tel: 0113 343 35051
j.hendry@leeds.ac.uk
A welcome from the PGR Student Reps
As the 2016/17 PGR Student Rep Committee, we warmly welcome you to the School of Law. Our role is to represent your interests on both a School and Faculty level, inclusive of every aspect of your University experience here at Leeds. We also organise several social events throughout the year, including a ‘bake off’ competition, quizzes, film nights, meals out, board game nights and monthly tea and coffee events. We would be grateful if you provided us with your contact details soon after you arrive so that we can send you details of introductory and other exciting events taking place this semester. Please send an email to R.L.Harding@leeds.ac.uk to be added to the mailing list, and please check the notification boards in the Liberty Building’s PGR kitchen (on the first floor) for further details on group activities. Our contact details are also in the PGR kitchen and you can follow us on Twitter (@leedslawpgrs) for up-to-the-minute updates.

Finally, new Reps are elected around October each year, which means we will be stepping down from our role in the next few weeks. Nominations will therefore soon be open to elect this year’s (2016/17) PGR Student Rep Committee. The role is an ideal way to get to know your fellow PGRs, as well as the academic and support staff. It also allows you to familiarise yourself with the general running of the school and steer it in the direction that you feel is most likely to benefit the PGR community. If you have any questions about the role, please do not hesitate to get in touch. You are always welcome to ask for help and support from the previous Reps – we are generally around the School so please feel free to chat with us whenever you like!
1.2 Research in the School of Law and beyond

The school and the faculty
During your time at Leeds, the School of Law will be your primary institutional home; you can follow its twitter feed @Law_Leeds. The school is part of the Faculty of Education, Social Sciences and Law (ESSL), which is a grouping of four schools and two independent research centres: the School of Law, the School of Education, the School of Sociology and Social Policy, School of Politics and International Studies, Centre for Interdisciplinary Gender Studies and Leeds Social Sciences Institute.

Whilst the majority of subject-specific support and training for postgraduate researchers (PGRs) is provided within individual Schools, the faculty Graduate School has an important role to play in areas that transcend subject boundaries, such as generic skills training or where provision of a larger critical mass is beneficial. See: http://www.essl.leeds.ac.uk/graduate-school/about/

You can follow the Graduate School on twitter @ESSLGradSchool.

The School’s Research Centres
The School has four research centres and groups, to which its academic members of staff are aligned (see: http://www.law.leeds.ac.uk/research/).

- Centre for Business Law and Practice (CBLP)
- Centre for Criminal Justice Studies (CCJS)
- Law and Social Justice (LSJ), within which sits our Disability Law Hub
- Centre for Innovation and Research in Legal Education (CIRLE)

Shortly after your registration and induction you will be asked to nominate a primary research centre, to which you wish to be attached during your time with us. This centre will provide an intellectual home for your research interests and activities – and will seek to engage you in its research activities (e.g. attending conferences, seminars and discussion forums).

Frequently, PGRs align themselves with the same research centre(s) as their supervisors. Many members of staff belong to more than one centre, and so can PGRs. As a key part of your research training and intellectual development you are expected to attend regular centre meetings, seminars and other centre events wherever possible.

Academic and research staff
The School has in the region of 60 members of academic staff and additional research staff, many of whom have responsibilities for the administration of teaching and the support of PGRs. You will find the names, photographs, research interests and contact details of academic staff on our website along with a list of technical and administrative support staff http://www.law.leeds.ac.uk/about/staff.

Postgraduate Researchers
The School has 125 Postgraduate Researchers, and each has their own web-page on the School’s website (http://www.law.leeds.ac.uk/people/research-students/). Shortly after arriving in Leeds and registering for the first time, you should complete a profile form giving
some information about yourself and your project to enable the school to create a web-page for you. This form should be sent to the ESSL Faculty Web team with the explicit request to set up a web page for a new research student (essl-web@leeds.ac.uk).

Seminars and Conferences
During your time studying with us there will be many opportunities for you to attend seminars and conferences. You are strongly encouraged to take advantage of these opportunities and to engage fully with both the School’s research centres and with the wider research community.

The School’s research centres run series of seminars given by internal or external speakers, along with specific seminars for PhD researchers, which may also entail training elements. Programmes are published on the Centre web pages as well as on the school research web page. These seminars are designed to provide a well-balanced mix of topics and speakers from different backgrounds.

Other Schools in the University also run seminars which you will normally be welcome to attend. It may be worth finding out whether you can be added to a mailing list for these if there are particular Schools or institutes of interest to your research. The University also publishes a regular listing of all visiting speakers and public lectures. The Faculty runs a postgraduate conference, usually in May, and there is a University-wide postgraduate conference in December. The first Law School PGR Conference took place in September 2016 and we look forward to this being an annual event.

1.3 Communication in the School and the University
Our main method of communication with you will be via your University of Leeds email so it is imperative to establish and begin using your account as soon as possible (see page 18), checking it regularly. As a research student you will automatically be included in email mailing lists for PGRs and for your research centre. This will ensure that you receive information on courses, administrative deadlines, etc., will be sent to you this way, as well as important communications from your supervisors.

Surface mail for PhD researchers is held in the pigeonholes found behind the Student Education Desk which is located on the ground floor of the Liberty Building.

When making private calls on your mobile phone, please be considerate of others in your office and use the foyer or the Law grounds. A fax machine is located at the Student Education Desk and may be used to conduct academic business.
1.4 Important Dates for Postgraduate Degrees 2016/17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 17 September</td>
<td>Last date to register to ensure maintenance payments by 1st October</td>
</tr>
<tr>
<td>Thursday 6 October</td>
<td>White Rose DTC Welcome Event, University of York</td>
</tr>
<tr>
<td>15 October</td>
<td>‘Starting your Research Degree’: courses for all new PGRs (To be run SDDU, Venue not yet confirmed)</td>
</tr>
<tr>
<td>26th October or 9th November</td>
<td>Literature Searching for your PhD – time &amp; venue provided after booking (To be run by Library Skills)</td>
</tr>
<tr>
<td>16th or 23rd November</td>
<td>Developing your research profile – time &amp; venue provided after booking</td>
</tr>
<tr>
<td>Wednesday 31 October</td>
<td>Last registration date for October starters</td>
</tr>
</tbody>
</table>

2. Starting your Research Degree

There is a lot of new information to take in when you first begin your research degree. This section summarises the key things you should know and need to do in the first month. Induction information is also available on the Research Student Administration website: [http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstudents/for_students.html](http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstudents/for_students.html)

2.1 Registration and ID

The first requirement is to register with the University. Once you have been informed by the School that registration is open to you (usually 3 weeks prior to your start date) you will need to show that you have met any conditions on your offer letter (e.g. providing copies of any degree certificates or letters from previous institutions confirming you have submitted all of the required work for a degree). You will need to take any documentation in person to the **Student Services Counter in the Marjorie and Arnold Ziff Building**. If you are self-funding or need to arrange payment of fees you are required to attend to this at the Ziff Building (those of you in receipt of University or Research Council scholarships will have their fee payments arranged for them).

After your fees have been paid you will be able to complete your registration online via the Student Portal: [http://www.portal.leeds.ac.uk](http://www.portal.leeds.ac.uk)

Full registration instructions are available on the Research Student Administration website: [http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html](http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html)

If you have any queries regarding registration please contact Leanne Carr (l.carr@adm.leeds.ac.uk). Similarly, if you have any questions about fee payments please contact fees@leeds.ac.uk. It is important that you register as soon as possible because any delay in completing registration will mean that you are unable to access University facilities or receive any University/Research Council scholarship payments. Please also make sure you provide the University with your UK bank details as soon as possible if you are in receipt of a
maintenance stipend from a University or Research Council scholarship. Please note that you must register within four weeks of your start date (and re-register within four weeks of the anniversary of your start date in subsequent years); failure to do so may result in you being required to withdraw from the University.

On arrival you at the University you should obtain a student ID card from the Student Services Centre (Ziff building). All new starters need to show their passport to collect their ID Card. Other forms of proof such as driver’s licence/ national ID card are not accepted. If you do not own a passport please complete the form found at this link and follow the instructions provided.

http://www.leeds.ac.uk/studentservicescentre/docs/identification_verification.pdf

The student card is a valuable document that, among other things, gives you access to the University libraries. The card is intended to last throughout your time at Leeds and does not need to be replaced annually.

2.2 Induction and Requirements for the First Month

The School runs a programme of induction sessions, starting in October (date to be confirmed), to dovetail with when most new PGRs begin their degree. The induction programme is intended to provide you with useful information to help you get started, help support you during your first couple of months here, and it also provides opportunities to get acquainted with staff and your fellow postgraduate researchers. If you are starting your research degree at any other point during the year, please contact Kate Hall about individual induction arrangements.

There are several things that you should do in the first month of your studies:

- Complete registration
- Contact/meet with your supervisors
- Discuss with your supervisors and produce a training plan within four weeks. Please upload this onto Grad Record (see page 13)
- Attend the compulsory course, ‘Starting Your Research Degree’, run by Staff and Departmental Development Unity (SDDU). This course is not advertised as the Postgraduate Admissions Officer has to book you a place. All other SDDU courses are advertised on this website, and which you can book a place on:

  http://www.sddu.leeds.ac.uk/sddu-post-grad-research_students.html

2.3 Facilities: Work Space

The School is housed in a modern building, the Liberty Building. A Postgraduate Research Suite is provided for all Law-based PGRs on the first floor of the building. Adjacent to it, there is a social room/kitchen. A further Postgraduate Research Suite is available on the second floor to PGRs in their third year.

The Postgraduate Suite is to be used for normal study purposes and with due consideration for others. In order to obtain the access fob key and a locker key you need to click on the link below and complete the relevant form. This includes paying a returnable deposit.

http://store.leeds.ac.uk/browse/product.asp?compid=1&modid=1&catid=407
The Management Support Office will receive a notification email that a new form has been submitted. Thereafter once you are fully registered a fob/key will be available for you to collect from the Management Support Office (2.45). When fobs/keys are returned you will be refunded through an Authority for Payment form direct into your bank account.

Desk space in the first floor Postgraduate Research Suite runs on a ‘hot desk’ system in which no individual desk is assigned to or ‘owned by’ any one person. This is a necessity since there are more PGRs studying in the School than there are desks in the Suite. This policy means that no-one has any entitlement to expect to be able to use the same desk day-in day-out. But it does ensure the room is used in a way that is of most benefit to the greatest number. It is important that this policy is respected which means that materials must be removed from desks at the end of the working day such that each desk is freshly available for others to use at the start of the next day. Materials can be placed in one of the lockers in the room, should one be available for you to use. Please use the process described above.

PGRs entering their third year can apply to the Management Support Office at lawmso@leeds.ac.uk for a dedicated desk in the second floor Postgraduate Research Suite. These will be allocated as they become available.

You may also use the ‘Dissertation Study Room’, also located on the first floor of the Liberty Building, for the purpose of studying. Hence if there is no available space in the PhD suite, then there should be space in this room, located just along the corridor.

Other computer clusters can be found across the campus as well as in libraries. Notably, the Edward Boyle Library has a dedicated floor on level 13 with over 300 study spaces for postgraduate students. Please see the following map for details: http://it.leeds.ac.uk/info/76/clusters/147/cluster_map

**We ask you to give consideration to others using the same space who may need to work either close to the window or the end of a row due to physical and or sight disabilities.**

The Liberty Building can be accessed each day of the week between 6.00am and Midnight. If you are accessing the building between 8.45am and 5.00pm you will not need to use your fob. You should use either the revolving door (Monday to Friday) or the automatic door using the touch pads. Between 6.00am and 8.45am and then 5.00pm and midnight you can gain access by using your fob.

The alarm sets automatically at midnight on an evening so you should aim to depart the building by 11.50pm to avoid any alarm complications. Any building security issues you may have outside the hours of 9.00am to 5.00pm should be directed to University Security on 0113 34 35494 (or 0113 34 32222 in an emergency).
2.4 International Students

International Student Office
We are delighted to welcome those of you from non-EU countries ('International Students') and very much hope that you will enjoy your time with us. The University’s International Student Office (located on Level 11 of the Marjorie and Arnold Ziff Building) provides lots of very useful information and support for international PGRs as well as arranging social activities to help you make the most of your time in the UK.

Please make sure you visit the International Centre as soon as you can and take advantage of any induction sessions it holds: these include advice on setting up a bank account, registering with the police and dealing with visa issues. Please see: http://www.internationalstudentsupport.leeds.ac.uk/

English Language Tests and Support
If English is not your first language, you are required by the University to undertake a short test of your English language skills even though you have met the English Language entry requirements. This is not an entrance test but is intended to help to identify whether you might need extra support. Please see: http://www.leeds.ac.uk/arts/info/125008/english_language/1213/support_for_international_students/

Where appropriate, help with improving your language skills is available free of charge from the University’s English Language Unit. You should take this test even if you have just completed a pre-sessional language course with the Language Centre.

Test dates are available each Friday during term time. You should book a place in person by going to 3rd Floor of the Parkinson Building where you will find the Language Centre Reception.

2.5 Keeping the School informed (including holidays)
Please keep the School informed of your contact details. If you move to new accommodation, change your phone number or otherwise alter the information given when you applied and/or registered, please update your details via the Student Portal. If you plan to be away from the University for a significant period of time on fieldwork, please inform Kate Hall.

Monitoring attendance is an important element in supporting your progress throughout your studies. Regular and appropriate attendance is a University requirement. If you fail to attend a supervision meeting and/or are absent without permission then the School is required to contact you and seek an explanation.

For those of you who international students, the University is legally required - under a Points Based System (PBS) - to notify the Home Office should you fail to register when expected or are absent for a prolonged period without authorisation, as supplementary to the normal monitoring of the attendance of all our students (both home/EU and international).

All PGRs may, with prior agreement of their supervisor(s), take up to five weeks holiday each year (over and above the time during which the University is officially closed). The University
is normally officially closed for at least 14 days each year (see below page 21) Closure dates can be found on the University website at: www.leeds.ac.uk/secretariat/almanac.html

If as an international student you are leaving the UK on leave, to undertake fieldwork or to do research you must first discuss the matter with your supervisor and then inform Kate Hall; you must also ensure that you keep in regular contact with your supervisors while you are away, maintaining the normal cycle of supervision contact points either by phone, email or skype. Failure to inform the PG Office in the School and keep in touch with your supervisors may result in problems with immigration when you next try to re-enter the UK.

2.6 Useful Websites

| Examination Entry Forms / Thesis Format Regulations | http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html |
| Funding Opportunities | http://www.researchresearch.com |
| ESSL Graduate School | http://graduate.essl.leeds.ac.uk/ |
| GRAD System | https://www.research.leeds.ac.uk/ |
| Referral & Resubmission Guidelines | http://www.leeds.ac.uk/rsa/thesesubmissionandexamination/students/referral.html |
| Research Ethics Framework | http://www.leeds.ac.uk/rsu/respol/UPERR/UPERR.htm |
| Research Handbook/ Ordinance | http://www.leeds.ac.uk/rsa/handbooks.html |
| Research Student Administration | http://www.leeds.ac.uk/rsa |
| Safeguarding Data | http://campus.leeds.ac.uk/isms/policies/safeguarding/index.htm |
| Student Support Network | http://help.leeds.ac.uk/ |
| Staff and Departmental Development Unit (SDDU) | http://www.leeds.ac.uk/sddu/gts |
| University Scholarship Information | http://scholarships.leeds.ac.uk |
| VLE | http://www.leeds.ac.uk/vle |

2.7 University Research Student Handbook

As well as the information in this handbook, you are advised to read the University’s Research Student Handbook, available at: http://www.leeds.ac.uk/rsa/handbooks.html

The University handbook provides information on the administrative and academic arrangements for research degree programmes and directs you to the University’s Policies, Regulations and Codes of Practice that are relevant to PGRs.

Additional information can be found within the Faculty of Education, Social Sciences and Law Code of Practice for Research Degree Students which are available on the VLE space for Research Students.
3. Your academic programme
Research degrees are structured around a ‘programme of study’: a set of progress stages and events that help to direct and support your research studies. For example, you are expected to have regular meetings with your supervisors, which provide opportunity for formal assessment of your progress and feedback, and attend certain training events. This section sets out to explain your programme.

The majority of our PGRs are studying full-time for a PhD, however, some may be studying for an MA by Research and some may be studying on a part-time basis. Full details about monitoring and assessment, registration and examination are available on the University’s Research Student Administration website at: http://www.leeds.ac.uk/rsa/handbooks.html

3.1 Moving forward through your PhD
The following box shows the key milestones you need to be aware of as you progress through each year of your studies.

| YEAR 1 | • Registration  
• At least 10 supervision meetings (part-time students: 6)  
• Produce training plan / training events and courses  
• Attend ‘Starting your Research Degree’ workshop  
• Ethical consideration, risk assessment  
• Identify LEAP training in agreement with supervisor  
• Transfer to permanent category (full time PGRs, recommended for month 10, must be completed by 12 months) |
| YEAR 2 | • Registration  
• Regular supervision meetings to be recorded on GRAD  
• Part-time PGRs: Transfer/upgrade reports and meeting should take place around your 20th month of study. Transfer must be confirmed with the University by 24 months. |
| YEAR 3 | • Registration  
• Full time PGRs should aim to submit your thesis within 3 years (5 years for part time students). If you are unable to meet this guideline, you may register for a fourth (sixth) ‘overtime’ year for which the University charges an overtime fee |
| YEAR 5/6 (part time students) | • Registration  
• Exam entry form (at least 3 months prior to thesis submission) |
3.2 Periods of Study
The following box shows the minimum, standard and maximum period of study for the two different degree schemes. You are strongly encouraged to submit your thesis within the standard period of study.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full / part time</th>
<th>Period of study (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td>PhD</td>
<td>Full time</td>
<td>2</td>
</tr>
<tr>
<td>PhD</td>
<td>Part time</td>
<td>3</td>
</tr>
<tr>
<td>MA by Research</td>
<td>Full time</td>
<td>1</td>
</tr>
<tr>
<td>MA by Research</td>
<td>Part time</td>
<td>2</td>
</tr>
</tbody>
</table>

Should you need to register for the ‘overtime period’, please bear in mind that most scholarships do not provide funding for the overtime year so you are likely to need to cover the cost of your overtime fee or your maintenance costs. If you are in the writing-up phase of your thesis and not undertaking any further research then you may be eligible for the reduced fee (£200 2016/17 rate). You should discuss this with your supervisor before (re)registering at the start of your overtime period.

Some Research Council scholarships do provide an additional six months funding however, this is not intended to extend the period of study but to allow for career development, publication of results, and other ‘added value’. It may also be used to compensate for any unforeseen circumstances which may have delayed the research (e.g. additional training or fieldwork required, etc.). You should still plan your project so that it can be completed within three years.

3.3 Supervision Meetings
The School requires a minimum of 10 supervision meetings per year for full-time students and six meetings per year for part-time students. Meetings usually last at least an hour and you are required to keep detailed notes of these meetings which should be uploaded on to the Grad System.

The main purpose of these meetings, and of recording them, is to facilitate the development of your research project, and normally you should take the lead in writing up your meeting as a way of reflecting on its outcomes. Your supervisors will be able to access, comment upon and will ultimately authorise the meeting notes to create a formal (Grad) record of your supervision.

The School takes supervision meeting records very seriously. They are the primary means of providing you with academic support, but also they serve as way of confirming your attendance on your degree programme. This is particularly important for International Students, as UK Visas & Immigration (UKVI) may consult the University about your attendance record. Consequently, GRAD is audited regularly and records which are not up-to-date will be followed up by the School. Maintaining your supervision records is your responsibility – please ensure you do so.
3.4 GRAD System

The GRAD system allows you to set up meetings with your supervisors, store notes of meetings, upload relevant documents, and reflect upon and record training. The system has been designed to be a useful tool and contribute towards a positive student experience. It forms the basis of the required record of each student’s candidature (see 3.6). If you do not maintain adequate records, for example, then the University may be less likely to grant you an extension or suspension request.

GRAD can be accessed using your usual University username and password and is located at: https://www.research.leeds.ac.uk. Access to your GRAD record is restricted to you, your supervisors and the PGR tutors and administrator, although the ‘reflection’ section is only accessible to you. It has been designed to be as user-friendly as possible without the need for training.

If you have any difficulties with the system please contact Kate Hall for advice, or contact the ISS Helpdesk with any technical problems. If you are away from the University for an extended period of time on fieldwork, please make sure we have a record of this. Whilst we appreciate that normal supervision meetings cannot take place, you should keep in regular contact with your supervisors and log details of your correspondence as evidence of supervision.

3.5 Financial Support for your Research

Over the term of your candidature, you may apply for up to £1000 to support your research and training activity: this is known as your ‘Research Support and Training Grant’. (Although those of you who are Research-Council funded may have a different allowance.) In order to ensure fairness to other students and help manage the budget effectively, please let the Postgraduate Research Tutor, Professor Duncan Sheehan, know as soon as possible if you envisage making a claim of over £500 and the point in the year at which that expenditure is likely to arise.

Such research activity includes any fieldwork, visits to external libraries and attendance at conferences. Attendance at conferences, for example, not only provides you with experience of discussing your ideas in public to academic audiences, but also offers opportunities for ‘networking’ so that you get chance to meet other established and researchers working in similar fields to yourself.
Before you can spend any money from your research fund you will need to complete a ‘Research Authorisation Expenditure Form’ (accessible on the VLE). On this form you should explain the nature and purpose of the expenditure, alongside an estimate of how much you intend to spend. If you need any help in compiling this estimate please e-mail lawmso@leeds.ac.uk with your query. You should then obtain the signed support of one of your supervisors, and then submit the form to the Management Support Office (Second Floor, Liberty Building). If the expenditure is approved you will be notified by e-mail.

The Management Support Office will be able to arrange and pay for any travel, accommodation, and conference bookings for you. If you spend any money yourself it is important that you keep original receipts. You can claim money back by completing an ‘Expenses Claim Form’ and submit it (along with any receipts) to the Management Support Office. It is important that you do not spend any money until you have been informed that your application has been approved, as the University will not reimburse any unauthorised expenditure. Please note that if you are travelling abroad on University business you will be covered by the University’s insurance policy: (http://www.leeds.ac.uk/insurance/travel.htm).

3.6 Skills Training and Development
Developing research and personal and professional skills is a central part of the postgraduate research degree. A PhD is no longer (if it ever was) purely about producing your thesis and publishing its findings - though these remain the key focus. The University of Leeds places great importance on developing you and your skills - as a researcher and an individual – to become more effective in your research, and to enhance your future employability whether inside or outside academia. It can be helpful to divide skills into two categories: ‘research-specific’ and ‘transferable’ skills, although in reality the distinction between these two categories is blurred.

Research specific skills
Research skills are usually specific to your research area, such as subject knowledge, research methodology, experimental techniques and health and safety. Developing your research-specific skills is your responsibility, but with input from your supervisors who might, for example, recommend that you attend a relevant taught Master’s module.

It is important also that you do not merely see the development of your research skills in narrow terms i.e. by attending a bespoke training event. There are many research events hosted by the School and the University that you can attend and which will enhance your understanding and experience of ‘doing research’ and ‘becoming a researcher’. You are strongly advised to take advantage of the research-intensive nature of the University by attending as many of these events as possible.

In addition to attending seminars and conferences, you should take advantage of opportunities to present your own academic ideas, whether to internal audiences (within the School) or to external audience e.g. at conferences. There are training courses available to help you prepare for presenting papers – and the School’s research centres/groups run their own PhD seminars, which offer a supportive context for you to present your research.
Transferable or generic skills
Writing and presentation skills, project management skills, and IT skills all help you to become an effective researcher, but also contribute to enhancing your future employability.

You should aim for 30 days of transferable skills development over the course of your studies (and not necessarily by attending training courses – development happens in many ways). For more information about national transferable skills for PhD students see the RCUK Researcher Development Framework: http://www.vitae.ac.uk/researchers/428241/Researcher‐Development‐Framework.html

Training structures
There are various different units or structures within and without the University that provide both research specific and generic skills for PGRs. The following chart shows diagrammatically these different structures. You will be contacted (usually via email) regularly by the School bringing to your attention different training opportunities available to you.

Training Structures for Law PGRs

Law – Training provided by the Law School can be divided between ‘taught’ components and ‘staged’ events. First, there are a range of taught modules that may useful for you to attend – space allowing – and you should consult with your supervisors about which you might see to ‘audit’ (i.e. attend without doing the assessments). These include subject specific modules, but also more generic ones covering empirical research methods (e.g. 'Researching Crime & Justice') and skill development (e.g. 'Postgraduate Legal Research Skills'). Should you wish to audit any module provided by the School you should contact the module convenor but also please notify the PG Office of any requests. Second, all research centres and groups in the School organise public seminars during the academic year, as well as larger academic conferences. These offer PGR students opportunity to learn not only of the research undertaken by
senior academics, but also more broadly how to present research findings effectively, how to communicate well with an academic audience and how to marshal and refine an argument.

LSSI - The Leeds Social Sciences Institute (LSSI) supports and enhances the work of social scientists across six of the nine faculties at the University of Leeds. It organises various events throughout the academic year, including bespoke postgraduate research student training workshops and conferences.

LEAP - The LEAP Training Hub provides access to transferable skills training and development opportunities for PhD students and Early Career Research Staff in the faculties of Arts, ESSL (including Law), PVAC and LUBS. Its team of staff, based in SDDU, offer training and development courses covering a wide range of topics and skills, for example in the areas of Professionalisation, Communications Skills, Research Methodologies, Networking, PhD Process and Career Management skills.

All of its courses are available to book through a new online booking system, which you will find on its website. Do take advantage of the training events its runs. The main contact for Law in LEAP is Jane Mansfield, who can be contacted on j.mansfield@adm.leeds.ac.uk.

SDDU - The Graduate Training and Support Centre (part of the Staff and Departmental Development Unit) supports the development of research skills and research careers by contributing the postgraduate research component of the continuum of courses offered by SDDU spanning postgraduate researchers, postdoctoral research staff, early career academic staff and senior staff with research management and leadership responsibilities.

In addition, you can also access IT training by contacting Information Systems Services: ISS (Information Systems Services): http://helpdesk.leeds.ac.uk/info/91/training/198/it_training_for_researchers

Skills Centre – The University’s Skills Centre, based in the Library, provides training and e-learning support to enhance and develop skills across a range of areas of academic areas such that students can effectively find, use, apply and present the information they need. http://library.leeds.ac.uk/researcher

The White Rose Doctoral Training Partnership (WRDTP) - The DTP hosts various ad hoc training events delivered by the White Rose Universities (Leeds, Sheffield and York). Some of these are discipline specific (e.g. socio-legal), others are more generic and of likely interest to all PGRs. Formal and informal training courses, seminars, summer schools and workshops sit alongside the support of academic supervisors, departments and faculties, and the provision of opportunities beyond the University, to create a research environment in which postgraduates can thrive. The expectation is that students are able to access research training, without incurring an additional charge, at any of the White Rose Universities (subject to availability, prior permission of the tutor and prerequisite qualifications). All students of Leeds Law School can take advantage of training events, that is, you do not have to be an ESRC funded student to attend them.

Faculty owned personal record

One of the benefits of the Grad system is that it gives students and staff a central place to record all of the required information that makes up their faculty-owned record. This record
is a University requirement and must be available to view by your supervisor and faculty graduate staff. This is essentially about recording what has happened during your candidature and it must contain three things:

- Evidence of an annual **training needs analysis** carried out between each student and supervisor (i.e. the training plan submitted within the first month of registration)
- A **record of training and development** undertaken by the student
- Records of **official supervisory meetings**

**Training needs analysis tool & personal development planning**

Personal Development Planning is a process by which an individual can manage their own development through a process of reflection and structured planning on how they can meet their own goals. In order to help you to understand what skills and competencies you could be building, there is a training and development needs analysis tool within the PDR. Although this process is optional it may be very helpful to look at it before completing and reviewing your training plan, which you need to submit to the School’s Research Postgraduate Office within one month of your start date. [https://www.pdr.leeds.ac.uk/index.php](https://www.pdr.leeds.ac.uk/index.php)

**3.7 Ethics**

The Research Councils and the University of Leeds have laid down requirements that all University research involving certain kinds of work must have appropriate ethical review from a University Faculty Research Ethics Committee. Research in the Social Sciences and Humanities, for example, requires ethical approval if interviews are conducted, or if personal data are managed. Further details can be obtained here: [http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice](http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice)

Your supervisor is the first point of contact on the question whether your research requires ethical review. If this is the case you must obtain ethical approval from one of the University’s Faculty Research Ethics Committees before you undertake any fieldwork. You are also strongly encouraged to attend the LEAP ethics training course, which will guide you through the ethical review process.

It is important that any ethical issues are considered at an early stage in your candidature as failure to do so may jeopardise the awarding of your degree. The University checks whether ethical approval is required and has been obtained when you undergo your upgrade/transfer and when you submit your thesis. At the very least – where ethical approval is required – then a draft of your ethical approval form should be ready for consideration at your transfer panel meeting (see next para.).

**3.8 Transfer to full PhD (former name: upgrade)**

As all researchers aiming to achieve a PhD are initially enrolled as provisional PhD candidates, they need to be transferred from **Provisional** to **Full** PhD candidates. You should, in consultation with your supervisors, aim to complete the transfer 10 months after your register (20 months for part time PGRs). The transfer must be completed within twelve months of enrolment for full time PGRs and twenty four months after enrolment for part time PGRs. For more detail on these timelines please see the University guidelines for transfer, which are available at the RSA web page:
A meeting of a transfer panel decides whether to transfer you to full PhD candidate status. The panel usually comprises a PGR’s supervisors and an independent assessor (i.e. an academic from the school, who has not been involved in your PhD). The panel conducts an interview which is based on a set of papers to be submitted before the panel is convened (Transfer Panel Report). Before or after the transfer panel interview, you should have the opportunity to comment on the supervision process in confidence to the independent panel member.

The Transfer Panel Report typically consists of the following elements:

- An abstract of the prospective thesis;
- A plan of the proposed study, indicating the background to the study, the research question/objectives to be pursued, the approach or design of the study and methods to be used (including justification), and the prospective thesis chapters;
- A synopsis of the work carried out to date, to which the agreed training plan is attached;
- A planned timetable of work for the future; and
- At least one substantial piece of written work of a kind which might be included in the thesis (this “transfer chapter” can be a literature review or a prospective chapter of the thesis, and should comprise no less than 6000 and no more than 10,000 words).

The following materials should be attached to the report:

- A summary report on the supervision thus far (by the supervisors);
- A ‘progress report’ form – to be completed first by the student and then by the supervisors;
- Documentation of risk assessment undertaken and any documentation of a process assessing compliance with ethical research standard including data storage, if possible at this stage;
- Draft or completed ethical approval form (if required); and
- A signed integrity form.

The transfer panel makes its decision based on the written materials, the supervision report and the interview conducted. The decision will be recorded in writing on the 'Joint Report - Transfer Assessment Panel' form, which you are required to upload to GRAD. The following outcomes are possible:

- The panel may approve the transfer to PhD registration with recommendations as appropriate on how the research may be refined, developed and pursued;
- The panel may defer upgrading the student subject to the completion of further work/training to its satisfaction within no more than six months (see University Regulations for further guidance); or
- The panel may recommend that the student withdraw from registration (see University Regulations for further guidance).
3.9 Submission and Examination ("viva")

The examination of research, which completes your degree, is required for all PhD candidates. This examination follows the submission of your thesis. You should aim to submit your thesis within the standard study period, and you must submit it within the maximum study period (see above p. 10). Before submission, your supervisors should have an opportunity to read the whole thesis and give feedback. You need to reserve some time for this, usually at least six weeks. Accordingly, you should start discussing your examination at least six months before your planned submission date.

At least four months before submission you must complete an examination registration form, available from the Research Degrees Office. You need to complete your section of the form in consultation with your supervisor(s) before passing it to Kate Hall (See: http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html).

The primary supervisor initiates the process of identifying suitable examiners. There are always two examiners, one of whom (the internal examiner) is a member of University of Leeds. You have the right to be consulted but cannot demand or veto any proposed examiner. The choice of examiners needs to be approved by the University Examination Group.

You are responsible for submitting the thesis, either in person at the Student Services Centre Counter in the Ziff Building, where a thesis submission receipt will be provided, or per post or through an agent (e.g. a friend). If you wish to use an agent or postage, it is necessary to download and complete the thesis submission receipt, which is then returned to the agent or sent back (http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html). If the thesis is posted, it is important to leave sufficient time until the end of the maximum period. You need to submit one copy of the thesis for each examiner.

The approved internal examiner makes arrangements for the viva. The aim should be to conduct the viva three months after it has been sent out to the examiners. The candidate is invited to the viva voce, and must be present. The supervisors may be observers at the viva voce, if the candidate so wishes. The principal supervisor must be available for consultation if not present.

It is good practice for supervisors to conduct a “mock viva” with the candidate, to ensure that they know what to expect and can practice how to react to questions.

Candidates are advised informally (by the internal examiner) of the outcome of the viva voce, normally, within 24 hours of the examination. Possible outcomes of the examination are:

- Pass – no further action required;
- Pass – subject to the correction of ‘minor editorial corrections’. To be completed within four weeks of the date of the viva;
- Pass – subject to the correction of ‘stated minor deficiencies’. To be completed within twelve weeks of the date of the viva;
- Referral – student is still capable of a pass but needs more time. To be completed within 18 months (N.B: The candidate does not have to wait for 18 months to resubmit the corrected thesis. They may submit the corrections to the internal examiner as soon as they have been completed. The maximum time for completing this is 18 months);
Fail – the candidate has no further opportunity for submission for the degree; or

Award of MPhil – (in these circumstances the degree of MPhil may not be awarded with distinction). This option relates only to PhD candidates and is used where the examiners agree that the thesis will not reach the standard required for an award of PhD however long is given for the work to be completed.

Further information on the viva is available at:
http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/thesissubmissionandexamination.html

Special issues on thesis submission: CD and electronic copy
A form should be completed by those candidates who wish to include a CD as part of their thesis submission. This form should be submitted at the same time as the examination entry form (at least three months before submitting the thesis). Further information and a link to the form can be found at:
http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/cd.html

You are required to submit an electronic version of their final successful doctoral thesis. All electronic theses deposited by successful doctoral candidates will be assigned an ISBN number. Electronic theses should be provided in PDF format on CD in addition to the hard bound copies already required. Information can be found here:
http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/submitting.html

3.10 Guidance on Working outside your Research Degree
In order to develop your academic CV – and assist the School in the delivery of its other degree programmes – you may be invited to apply to undertake some teaching duties whilst studying with us. You may also be able to pick up small bits of research work. As a rule, full time students are subjected to limits (usually at 250 hours per year) of teaching and research activities. Exceptions to these rules are available in very special circumstances and must be proposed by the supervisor and agreed by the Head of School upon recommendation of the PGR Tutor. As ever, your supervisor is your first point of contact.

If you have teaching duties, this will be as a Graduate Teaching Assistant. Two academic members of staff have responsibility for overseeing the work of Graduate Teaching Assistants. There is also a University Code of Good Practice for PGR Students Engaged in Teaching:
http://www.leeds.ac.uk/rsa/assets/word/policies/CoP_teaching.doc

3.11 Suspensions and Extensions of Study
If you are unable to work on your research for a significant period of time (usually more than two weeks) because of ill health, personal circumstances or family responsibilities, then a request for suspension of studies may be made to the University on your behalf by the PGR Tutor. If approved, the equivalent period of time is added to your deadline for submission. For sponsored students, your maintenance grant will not usually be paid during the period of suspension but will be paid to you during the extra period of time added on to your candidature when you return.
Some funding bodies place limits on the total period of suspension allowed (please see individual Research Council studentship handbooks or studentship terms and conditions for further guidance). Occasionally, projects take longer than expected to complete through no fault of the student, for example, equipment breaking down or a supervisor leaving. In such cases, the University may be prepared to allow an extension to the standard period of study, although a strong case has to be made and extensions are usually granted for only a few weeks or months. You should discuss applications for a suspension or extension of studies with your supervisors in the first instance or with the Postgraduate Research Tutor. Retrospective applications are not normally successful, so it is important to raise any problems at the earliest possible opportunity.

International students (in the UK with permission as a student) are advised to contact the International Student Office if they have not already done so for immigration advice on the implications of a suspension or extension of study to their research degree candidature to their visa status. The International Student Office can be contacted at: 0113 343 3930 or Email: internationalstudents@leeds.ac.uk

3.12 Withdrawal from Studies
This is a decision to leave your programme of study and permanently withdraw from the University. Thankfully this is very rare. You should talk to as many people as possible (including the PGR tutor) about your reasons for considering withdrawal to see if they may be solved before taking such a significant decision. You may be required to reimburse your grant-awarding body for maintenance monies covering any period after the date of your withdrawal.

3.13 School of Law – Protocol for Research Degree Candidature
This document sets out the University’s Code of Practice for Research Degree Candidature which is relevant to all University Faculties. Where arrangements for the implementation of the Code - specific to the School of Law - are described in more detail, these are shown in shaded boxes. The Protocol is available on the VLE.

4 Library Resources

4.1. Different libraries in the University
The University Library can help you in many ways throughout your time at Leeds. The libraries can provide you with study space (offering both silent and group study), computers, books, journals, advice and workshops from specialist professional staff. The Law subject page on the Library website brings together a wide range of Library services, resources and information in one place: http://library.leeds.ac.uk/Law. Additionally there is a separate section devoted to Research Students located at http://library.leeds.ac.uk/researcher

The Online Library Induction will introduce you to the practical information that you will need to make the most of Library services: http://skills.library.leeds.ac.uk/induction/

There are several libraries that serve different needs. Law and Criminal Justice/Criminology texts are located almost entirely in the Edward Boyle and the Brotherton Libraries.

The Edward Boyle Library (EBL) houses:
- The Science and Engineering Collections, books from which can be borrowed for 3 months by postgraduates.
- The seven day loan collection has multiple lending copies of recommended texts for all subjects. There is a reference copy of some titles on Level 12.
- The High Demand Collection contains books in very heavy demand which can only be borrowed for 4 hours at a time or on a 3 day loan.

The Brotherton Library (entrance through the Parkinson Building) houses:
- The main collection of arts and social science books (e.g. management, economics), as well as Law and Criminal Justice/Criminology.
- Official publications (government reports, statistics and European documentation) and special collections.

The Health Sciences Library (located on level 7 of the Worsley Building) houses:
- The main collection of books on medicine, dentistry, healthcare and health-related subjects.

4.2. Researching in the University Libraries

Finding books and journals
To find items in the Library, use the Library Catalogue: http://lib.leeds.ac.uk. You can look for a specific book or journal by searching for the title (or author if you are looking for a book), or you can search by keyword if you just want to know what books the Library has on a particular topic. Many journals are available online rather than in print so always search for the title of the journal through the Library Catalogue to find these. The catalogue will tell you where to find your book or print journal. You will need to note the location and shelfmark in order to find it in the Library. In addition, there are various legal and social science electronic databases which you can search to find relevant sources. If you have any problems locating certain items, the Library staff will be very happy to help.

Joining the library
Your Student Card is also your Library Card, so you automatically become a member of the library when you register. You need your Student Card to get into the libraries and to borrow books. If you lose it, tell the Library straight away so that they can stop anyone else using your card.

Borrowing
Postgraduate students can borrow up to 25 items at a time. Fines are charged for overdue items. Current rates are displayed in the libraries.

Opening hours
Opening hours are available from the Library website: http://library.leeds.ac.uk

Computing facilities
The Library houses the Learning Centre Cluster (225 computers with group study/training areas) on Levels 10 and 11. The computing Helpdesk is on Level 10 - Edward Boyle Library.
Photocopying
All Libraries have self-service photocopiers (including a colour copier). Current charges are 5p for A4 and 9p for A3. Instructions to use photocopiers are provided in the library.

Help
Library staff are here to help, so do not hesitate to ask! Every Library has an enquiry desk and you can ask questions online or by phone too:
Email: library@leeds.ac.uk
Telephone: 0113 34 356633
As a member of the University of Leeds you are able to join the SCONUL initiative to enable you to access facilities at other member libraries. To join you need to go in person to the Brotherton Library – General Enquiries desk. They will help you to complete the application for a SCONUL card. When you wish to visit another member library you will need to take both the SCONUL card and your University of Leeds card. There are other libraries that you can routinely use such as the British Library more information on how to access these is provided here: http://library.leeds.ac.uk/use-other-libraries

Learning Services
The University of Leeds libraries offer services dedicated to researchers, developing their skills and providing necessary resources.
http://library.leeds.ac.uk/researcher - Please check what is on offer for you.

Copyright and relevant sources of information
You should make yourself aware of relevant copyright issues relating to your work. It is necessary to distinguish between what may be seen as ‘fair dealing’ for personal study or research and situations where ‘fair dealing’ would not be allowed. Photocopying is allowed within certain circumstances for private study or research, but the digitising or scanning of material may require the permission of the copyright holder, especially in relation to maps. In relation to teaching purposes (i.e. not for your own private study) photocopying will have conditions attached relating to the University’s CLA Licence. For more information about copyright go to: http://library.leeds.ac.uk/copyright

4.3 Specialist libraries
Your supervisor will be able to advise you on the use of specialist libraries, such as the library at the Institute of Advanced Legal Studies (London).

5. IT & computing
5.1 Information systems services – including Usernames
One of the first things to should do when you first arrive at university is obtain an IT username, which gives you access to all university IT services. The Information Technology services (IT) Web Pages can be found at: http://it.leeds.ac.uk/
Your username is created upon registration by IT the University’s central Information Technology and Information Systems provider, and will be printed on your Student Union Card.
The first time you log on to a computer in one of the University computer clusters, use `mypasswd` as your username and password. Follow the instructions on the screen to find out your initial password. Once you know your password you can log on using your own username, but you will be prompted to change the issued password to one of your own choice the first time you log on. Do not divulge your account details, or allow others to use your account. You are bound by University’s Computer Systems Policy and Information Security Policies. Non-compliance may lead to loss of access to computing facilities, disciplinary action or prosecution.

- Information Security Policies: [http://it.leeds.ac.uk/info/116/policies/249/information_protection_policy](http://it.leeds.ac.uk/info/116/policies/249/information_protection_policy)
- Safeguarding data - storage, Backup and Encryption [http://it.leeds.ac.uk/info/116/policies/255/policy_on_safeguarding_data-storage_backup_and_encryption](http://it.leeds.ac.uk/info/116/policies/255/policy_on_safeguarding_data-storage_backup_and_encryption)
- Induction to using the University of Leeds IT: [http://itinductions.leeds.ac.uk/](http://itinductions.leeds.ac.uk/)

Problems with your user account, e-mail or IT clusters should be directed to the IT Help Desk [http://it.leeds.ac.uk/site/scripts/contact.php](http://it.leeds.ac.uk/site/scripts/contact.php), located on level 10, Edward Boyle Library (with access through Red Route). You can call in person, telephone on 33333 (0113 3433333 if off campus), or e-mail helpdesk@leeds.ac.uk.

5.2 Systems and access points available
What follows is only a sketch. IT also provides documentation [http://it.leeds.ac.uk/](http://it.leeds.ac.uk/) on a number of applications as well as more general computing topics.

Standard software
The computers in the School of Law are all equipped to use Microsoft software. They are maintained and updated by IT.

E-mail
The University uses Microsoft Office - Outlook for e-mail. IT provides comprehensive documentation on email and Outlook, as well as training for those of you unfamiliar with the software:

Email: [http://it.leeds.ac.uk/info/24/email](http://it.leeds.ac.uk/info/24/email)

Accessing University IT Services at home:

Training: [http://it.leeds.ac.uk/info/91/training](http://it.leeds.ac.uk/info/91/training)

You will be given an e-mail address when your account is first created in the format `a.n.otheryyyxx@leeds.ac.uk` where `yy` is the year of study and `xx` is an optional number to distinguish between students with the same name.

Your mailbox size is limited to 1GB so you will need to periodically delete unwanted items. In addition, mailbox archiving is available where 3 months of old e-mails are archived. Please contact C&IT to have this setting enabled.
The University has developed guidelines, which have been discussed and added to in various School discussions on network etiquette for use of email. The link to the IT guidelines is at http://iss.leeds.ac.uk/info/259/it_security/120/rules_and_regulations/5

The University Portal
The University of Leeds Portal provides a web-based interface to a range of University systems and services including e-mail, announcements, module enrolment and information, personal timetables, the library, the VLE, union clubs and societies, discussion boards and more. The Portal will be an important source of information for you and should be regularly checked for updates and important announcements: https://leedsportal.leeds.ac.uk/uollogin/login.html

The VLE — blackboard
‘Blackboard’ is the University’s virtual learning environment (VLE). It holds large documents you may need to refer to during your studies and also templates of forms you may need to complete. The VLE can be accessed via the Portal: http://vlebb.leeds.ac.uk. To log on you must input your username (that part of your university email address before the @ sign) and the password you use when you login onto a university computer.

To access Law documents you need to click on the ‘Law organisations’ section. This will take you to the main page with a list of sections to choose from in an orange coloured box. You need to choose Research Postgraduates.

Wireless
The School of Law and many of the public areas on-campus are covered by a wireless network (EURODAM), which gives unencrypted internet access to all registered University members after authenticating their username and password. Information on using the wireless network can be found on the IT website: http://it.leeds.ac.uk/info/131/new_student/725/how_to_set_up_wi-fi_using_wifi_setup-university_of_leeds

Desktop Anywhere
‘Desktop Anywhere’ is a new service that provides secure remote access to University IT services from most internet connected computers (Windows, Mac and Linux). Once logged in you can access a cluster-style desktop with a number of most frequently used applications. Access is via the Portal, for more information please visit: http://it.leeds.ac.uk/info/69/desktop_anywhere

5.3 Printing
The School of Law provides a full colour/mono printer for your use in the Postgraduate Research Suite. Whilst the number of copies is not limited we do expect that you will only print documents relating to your research, not personal papers, and that you will only print what is necessary to help us reduce our impact on the environment. Toner cartridges and paper can be obtained from the Student Education Desk located on the ground floor.

If you are working in the IT cluster, you will be using the IT printing system which provides mono and colour laser printers: http://it.leeds.ac.uk/info/131/new_student/74/printer_from_university_computers. If you print anything outside of the research suite you will need to purchase printer credits. You can do this using the printer credit system. Mono A4 printing uses 4.5 credits per side and colour uses 9 credits per side. Each user is allocated 60
credits initially and if additional credits are required, these must be purchased, at the cost of 1p per credit, via slot machines in the three main libraries. Credits may also be bought online using a credit card in £3.50 blocks. For more information, please visit:

http://it.leeds.ac.uk/info/133/visitors/72/buying_myprint_credit_and_printing_costs

5.4 Data storage

[It is strongly suggested all data relating to your studies be saved on your M: \drive which is stored on the University servers and is therefore secure.] You should always make sure you have at least two copies of all important files in two different locations, which means that you have a backup in case you corrupt your primary copy. For larger amounts of data you might consider investing in an external hard disk.

6. Important organisational matters

6.1 Dates when the University will be closed (inclusive dates shown):

During these dates, some research suites remain open which PGR students can access should they have no opportunity to work from home.

http://it.leeds.ac.uk/site/custom_scripts/clusters.php?categoryID=76&24_hour_access=1

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>23rd December 2016 – 2nd January 2017</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>13th April (University closes at 12.30 pm) – 18th April 2017</td>
<td>Easter Break</td>
</tr>
<tr>
<td>1st May 2017</td>
<td>May Bank Holiday</td>
</tr>
<tr>
<td>29-30th May 2017</td>
<td>Spring Bank Holiday</td>
</tr>
<tr>
<td>28-29th August 2017</td>
<td>Summer Bank Holiday</td>
</tr>
</tbody>
</table>

6.2. Teaching terms

While term times are not immediately relevant to your studies, it is still useful to be aware of the fact that University facilities, such as the refectory and shops, and partly also the libraries, will only be fully open during term. Between terms they operate shorter opening hours, which are announced on their web pages.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26th September 2016</td>
<td>Start of semester 1 teaching</td>
</tr>
<tr>
<td>Friday 9th December 2016</td>
<td>End of semester 1 teaching</td>
</tr>
<tr>
<td>Monday 23rd January 2017</td>
<td>Start of semester 2 teaching</td>
</tr>
<tr>
<td>Friday 5th May 2017</td>
<td>End of semester 2 teaching</td>
</tr>
</tbody>
</table>
### 6.3 Getting Help

#### Getting help within the school

There is a section devoted to research postgraduate resources on the VLE which provides links to the most up to date forms, policies and other resources.

For administrative advice and assistance, please contact Kate Hall (Postgraduate Officer). For other matters you may find the following contacts helpful:

<table>
<thead>
<tr>
<th>For telephone &amp; IT matters (inc photocopiers)</th>
<th>School Management Support Office <a href="mailto:lawmso@leeds.ac.uk">lawmso@leeds.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>For buildings and fabric matters</td>
<td>School Management Support Office <a href="mailto:lawmso@leeds.ac.uk">lawmso@leeds.ac.uk</a></td>
</tr>
<tr>
<td>For absence and sickness reporting</td>
<td>Kate Hall <a href="mailto:k.j.hall@leeds.ac.uk">k.j.hall@leeds.ac.uk</a></td>
</tr>
<tr>
<td>For Health &amp; Safety matters and risk assessment</td>
<td>School Management Support Office <a href="mailto:lawmso@leeds.ac.uk">lawmso@leeds.ac.uk</a></td>
</tr>
<tr>
<td>For finance matters</td>
<td>School Management Support Office <a href="mailto:lawmso@leeds.ac.uk">lawmso@leeds.ac.uk</a></td>
</tr>
</tbody>
</table>

If you have a problem or a complaint related to your work you should discuss it in the first instance with your supervisor(s) who may in turn liaise with the Postgraduate Research Tutor (PGRT) to try and resolve the problem. You can of course contact the PGRT directly to discuss any issues of concern.

#### University sources of help

There are many sources of help and advice across the University, some of which are outlined in section 6 of this handbook. Some of the key sources are:

- **The Student Support Network (SNN)** provides students with advice and support on a range of issues including the Student Advice Centre in the University Union; Nightline (a confidential listening and information service); the Student Counselling Centre; accommodation advice; and equality and disability issues. For further details see their website: [http://help.leeds.ac.uk/](http://help.leeds.ac.uk/)

- **Postgraduate Research & Operations (PRO)** (Formerly RSA) consists of a dedicated team of specialist staff who are responsible for all administrative matters handled centrally which relate to postgraduate research students. They are located in the Student Services Centre which is housed in the Marjorie and Arnold Ziff building: [http://www.leeds.ac.uk/rsa](http://www.leeds.ac.uk/rsa)

- **Leeds University Students’ Union** also provides a range of support and advice services: [http://www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk)
6.4. Health and Safety
The School of Law takes the Health and Safety of its students, researchers and staff very seriously, and strives to ensure that your time at the University of Leeds is as safe and as enjoyable as possible. This is undertaken in a number of ways, many of which may not always be evident to you. The School’s Health and Safety Policy can be seen in the common rooms/kitchen areas in the Liberty Building.

Any Health and Safety queries can be taken to your academic supervisor. The prevention of accidents and ensuring the safety of others is a responsibility of all members of the School and no one should act in a way that jeopardises their own personal safety, that of others, or the property of the School.

Reporting accidents
If an accident (or ‘near miss’) does occur within the School, it should be reported immediately to the Management Support Office on 0113 343 5007 or lawmso@leeds.ac.uk.

First Aid Contacts

<table>
<thead>
<tr>
<th>During normal office opening hours</th>
<th>For out of hours emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marika Hildebrandova</td>
<td>Security Office</td>
</tr>
<tr>
<td>Student Support Office G.03</td>
<td>0113 343 22222 (32222 internal)</td>
</tr>
<tr>
<td>Tel: 0113 343 5065 (35065 internal)</td>
<td></td>
</tr>
<tr>
<td>Ben Siviter</td>
<td></td>
</tr>
<tr>
<td>Student Education Desk</td>
<td></td>
</tr>
<tr>
<td>Tel: 0113 343 7582 (37582 internal)</td>
<td></td>
</tr>
<tr>
<td>Helen Williams</td>
<td></td>
</tr>
<tr>
<td>Student Education Desk</td>
<td></td>
</tr>
<tr>
<td>Tel: 0113 343 5034 (35034 internal)</td>
<td></td>
</tr>
<tr>
<td>Antony Butcher</td>
<td></td>
</tr>
<tr>
<td>Management Support Office 2.45</td>
<td></td>
</tr>
<tr>
<td>Tel: 0113 343 1461 (31461)</td>
<td></td>
</tr>
<tr>
<td>Lynda Toovey</td>
<td></td>
</tr>
<tr>
<td>Management Support Office 2.45</td>
<td></td>
</tr>
<tr>
<td>Tel: 0113 343 7103 (37103 internal)</td>
<td></td>
</tr>
</tbody>
</table>

Fieldwork/data collection activities
All researchers who undertake collection of data via fieldwork activities, interviews, etc., away from the School must complete a risk assessment for that activity. This assessment requires you to address your activity, identify associated hazards/risks, and to state what control measures will be implemented. The assessment must be documented and reviewed by your academic tutor. Further information is available in the fieldwork/data collection guidance document: [http://www.essl.leeds.ac.uk/professional-support-services/health-safety](http://www.essl.leeds.ac.uk/professional-support-services/health-safety). Risk assessment forms can also be downloaded from this page.
Fire
If a fire is suspected:

- Raise the alarm (break the fire alarm glass at the nearest point).
- Telephone Security on 32222.
- Tackle the fire only if it is safe to do so. Do not put yourself in any danger.
- If your efforts have no effect, close the room door and evacuate the building.
- Report to the assembly point — The Green – Western Campus.

On hearing the fire alarm
- Close but do not lock doors.
- Leave the building by the nearest exit. In addition to the central staircase there are staircases at the back of the building (Belle Vue Road) and at Moorland Road (Hyde Park end). DO NOT USE THE LIFT.
- Report to the assembly point The Green – Western Campus.

6.5 Security
It is important to exercise the utmost care with regard to the security of the Liberty Building. Please do not allow anyone to follow you into the building outside normal opening hours and remember to close all doors securely as you leave the building. Fobs to gain access to the Liberty Building are issued by the Management Support Office (see section 2.3).

Insurance of your personal belongings
You are responsible for the care and security of your personal belongings. Any theft or damage is not normally the responsibility of the University. Therefore, it is worth considering buying insurance cover against loss or damage of your personal belongings.

Out of hours working
The Liberty Building Student Education Desk will generally be occupied between 9am and 5pm Monday to Friday during term time and less frequently outside of teaching terms. If you work out of hours, here are some hints how to stay safe: 
http://www.leeds.ac.uk/safety/lone_working/

6.6 Student Complaints
If you have any problems conducting your PhD, your first point of contact is your supervisor. If neither of your supervisors can help, or if the problem is with your supervisor, then you may contact either the Postgraduate Officer or the PGR tutor. If you feel you are unable to resolve the matter at School level, you are advised to look at the University’s Student Complaints Procedure: http://www.leeds.ac.uk/secretariat/student_complaints.html
6.7 School and Faculty Research Postgraduate Committees

School Research Degree Management Committee
The School of Law has a Research Degree Management Committee which meets regularly to discuss matters concerning the PGR community, administration of research degrees, supervision monitoring, scholarships, etc. If you have any issues you wish to raise please contact your PGR reps, Kate Hall or Duncan Sheehan, as PGR Tutor. Issues discussed at this committee are fed back to other School and Faculty committees including the Senior Management Team, and the Faculty Graduate School Committee.

The School also has a Staff-Student Forum which meets twice a year, although in practice most issues can also be raised, usually more promptly, by contacting the PGR Tutor.

Faculty Graduate School Committee
The Faculty Graduate School Committee is the principal committee which oversees PGR issues within the Faculty. It is chaired by the Director of the Faculty Graduate School and attended by academic staff and administrators. Student reps are also welcome to attend these meetings. This committee meets five times a year. Subjects for discussion are proposed by students (via the reps) or staff and include policy issues as well as more general items.

6.8 Student Reps
The Student Reps represent all PGRs in the School of Law. Elected by PGRs annually, currently there are four reps. The main purpose of the role is to help the community of PGRs to connect better with each other, with the Law School, and with the University. They provide a voice for you and a source of communication with the rest of the Law School, its staff and management committee and the wider university. In that role they attend meetings held at the school, faculty or university level based on existing regulations. They also organise social events - both formal and informal - and welcome any suggestions as to how to promote the experience of PGRs. You are encouraged to contact the reps if you require help or want to voice any concerns. Student Reps sit on the following School Committees.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Research Degrees Management Committee</td>
<td>Kate Hall</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:k.j.hall@leeds.ac.uk">k.j.hall@leeds.ac.uk</a></td>
</tr>
<tr>
<td>School Learning and Teaching Committee</td>
<td>Contact through the Research Student Repre-</td>
</tr>
<tr>
<td></td>
<td>sentatives, PGR Tutors or Kate Hall</td>
</tr>
<tr>
<td>Faculty Graduate Committee</td>
<td>Contact through the Research Student Repre-</td>
</tr>
<tr>
<td></td>
<td>sentatives, PGR Tutors or Kate Hall</td>
</tr>
<tr>
<td>Faculty Equality and Diversity Committee</td>
<td>Contact through the Research Student Repre-</td>
</tr>
<tr>
<td></td>
<td>sentatives, PGR Tutors or Max Broady -</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:M.E.Broady@leeds.ac.uk">M.E.Broady@leeds.ac.uk</a></td>
</tr>
</tbody>
</table>
7. University wide services

7.1 Leeds University Student Union (LUU)
When you register at the University you automatically become a member of the student union. The union offers support, representation, activities, events, services and work. The Union’s Student Advice Centre can also offer you confidential, expert advice and support on a wide range of issues: http://www.leedsuniversityunion.org.uk/

7.2 The Equality Service
The University of Leeds is committed to the principle of equality and is determined to treat all students fairly, irrespective of sex, race, sexual orientation, disability, gender reassignment, age, religion or belief, marriage and civil partnership, pregnancy and maternity. The Equality Service aims to meet the needs of a diverse student population and provide a safe, supportive and welcoming environment for all. In order to enable all students to have equal access to facilities and educational opportunities, some students may require specialist support or adjustments (for example, to timetables or learning materials). The Equality and Diversity Team (part of the University’s Equality Service) provides advice and support to schools, faculties and Leeds University Union to promote equality and good practice. For more information please visit: www.equality.leeds.ac.uk

The University of Leeds is committed to providing high-quality advice and support for students who:

- Are deaf, hard of hearing, blind or partially-sighted
- Have a physical or mobility impairment
- Have a long-term medical condition or mental health difficulty
- Have a specific learning difficulty (for example, dyslexia)
- Have a developmental learning disability (for example, Asperger Syndrome or ADHD)
- Have a combination of these.

Our Disability Team is based within the University’s Equality Service. Disabled students can access a range of support services, subject to availability and suitability, without applying for additional funding, including:

- Early induction programme for disabled students
- Handouts and lecture presentations in advance
- Access to campus-based computers with assistive technology (including text-to-speech, mind-mapping and magnification software)
- Equipment loan
- Adaptations to University accommodation
- Modified examination arrangements or extended library loans
- Information and support from the Disability Team, including drop-in and guidance sessions
The Disability Team can either arrange these services for you or, in some cases, point you in the direction of the appropriate part of the University. To access a range of other support services, you are likely to need to apply for additional funding. These services include:

- An assessment of academic support needs
- One-to-one learning strategy support
- Transcription services for blind or partially-sighted students (to convert academic information into accessible formats, including braille, large print, e-text and audio)
- Personal Assistant and/or Note taker support
- Sign language interpreting.

Disabled Students’ Allowance (DSA) funding is available to most disabled and dyslexic students from the UK. This funding is intended to assist with disability-related costs resulting from your course of study. It is not a loan, nor is it means tested. For most students, this funding will come from Student Finance England or your funding body. We strongly recommend that you start applying for Disabled Students’ Allowance early because the process can take a while. The Disability Team can advise you about sources of funding or help you fill in the application forms. For international students, particularly those from outside the European Economic Area, eligibility for funding is complex. We advise you to contact us as soon as possible to discuss the support and funding you may need whilst studying at Leeds. If you are being sponsored, financial assistance may be available from your sponsor. We can also provide your sponsor with more information about these costs, if you would find this helpful.

Information regarding access is included on the standard University Campus Map. By following the link below and downloading the ‘Accessible PDF’, you will be shown the location of the North-South Access Route, accessible toilets, accessible entrances and disabled parking. This page also includes a link to a map directory in larger print: http://www.leeds.ac.uk/campusmap

7.3 Career Service
The Careers Service is situated at 5-7 Cromer Terrace. It is able to offer expert careers support to postgraduate and research students: http://careerweb.leeds.ac.uk/info/23/researchers

7.4 Student Counselling Service
The Student Counselling Centre provides counselling help to students who are experiencing emotional or psychological difficulties. It also aims to promote emotional well-being by offering a variety of activities designed to enhance students' coping skills during potentially stressful situations, with an increasing emphasis on using preventative measures. The Centre offers therapeutic consultations, individual counselling, a drop-in service, a meditation group and workshops. In addition, it provides a variety of training programmes and workshops based within the University. Further details can be found at: http://www.leeds.ac.uk/studentcounselling/index.html