Research Student Handbook 2016-17

School of Politics and International Studies
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Welcome

As Postgraduate Research Tutor in POLIS, it is my great pleasure to welcome you all – new arrivals and existing PhD candidates – to the University of Leeds and in particular to the School of Politics and International Studies. As one of the largest departments of Politics and International Studies in the UK, we aim to provide students with an intellectually rigorous and exciting environment in which to study.

No doubt you are aware that POLIS brings together specialists in four main research areas (Development Studies, European Studies, International Studies and Political Studies) and that we are committed to promoting excellence in both teaching and research in all our core disciplines. The breadth as well as the depth of the POLIS research culture creates a stimulating research environment in which the potential of our postgraduate students can be realised and where we value enormously each and every contribution from our postgraduate students to both our research and teaching.

The aim of this handbook is to provide useful general information for all research students in POLIS. It includes specific advice and information which you should read carefully as it is relevant to your studies. There is also more general information about the University.

Research degree programmes offer students some flexibility and choice, such as appropriate research training and fieldwork plans, and you are encouraged to discuss with your supervisors the approach that you should follow during the course of your studies at Leeds.

Finally, on behalf of all academic and administrative staff members in POLIS, I hope you find the University of Leeds a warm, friendly environment in which to study. We look forward to working with you and we wish you every success.

Please do not hesitate to get in touch with me if you wish to discuss anything – whether in connection with your own research or broader matters – regarding postgraduate research in POLIS.

Dr Adrian Gallagher
Postgraduate Research Tutor
a.gallagher@leeds.ac.uk
Useful Information

Student Support

The University of Leeds has a strong and well established student support network, to ensure your stay in Leeds and at the University is successful.

Information regarding all student support services can be found on the University’s website: http://help.leeds.ac.uk/.

Where do I obtain?

a) Registration Documents
All students are expected to enrol online:
http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html, and you will receive an email reminder to do this. The university research handbook is online (http://www.leeds.ac.uk/rsa/handbooks.html)

b) Council Tax Exemption Certificates
http://www.leeds.ac.uk/studentservicescentre/counterservices/counciltax.htm

c) Official certification that you are a registered research student at Leeds
From the Research Student Administration
http://www.leeds.ac.uk/rsa/forms/forms_admissions.html

e) A contribution towards conference attendance.
The School recognises the importance of conference attendance, both in terms of exposure to leading research and as a means to becoming known to established researchers in your field.

From October 2015, the conference allowance is £1200 in total across your programme of study. This is a rolling amount which can be carried forward to year three if unspent in any year. Claims can be made beyond that if you have sufficient funds left. For research students who enrolled before October 2015, the sum is allocated pro rata according to how long you have left to study (£400 per annum from years 1-3 for full timers and £240 for years 1-5 for part-timers).

Generally the maximum amount that can be claimed in any one year is £600, assuming you have this amount left, but more may be granted, subject to prior approval.
IMPORTANT THINGS TO REMEMBER WHEN CLAIMING

Claims should be approved *in advance* of incurring the expenditure.

You should discuss the attendance and the estimated cost with your supervisor(s) and one of them should email the Postgraduate Research Tutor to confirm the details and that they support your claim.

Once you have approval from the PGRT you should send it to Deborah Clarke (D.Clarke2@leeds.ac.uk) and Caroline Wise (C.Wise@leeds.ac.uk) so that they can process your claim when you hand it in.

Travel and subsistence forms (white for UK trips and yellow for overseas trips) to complete to reclaim the money can be found on the lowest shelf of the pigeonholes. Please hand them to Deborahor Caroline when complete.

Claims for books, inter-library loans and fieldwork expenses are ineligible.

For the purpose of establishing the pro-rata figure for existing students, suspensions of study will not count; similarly, it is not expected that claims for conference attendance will be approved during a period of suspension.

*f) Permission to attend a training course*

These are considered by the Postgraduate Research Tutor after you have discussed this with your supervisor and s/he has emailed the PGRT to support your claim.

*g) Desk allocation in the PhD suite.* If you wish to change to a different desk, please ask Helen Philpott in the POLIS Student Education Office before you do so, as she needs to keep a record of which desks are available for new students.

Information concerning:

**Telephones**

The phones in your offices are for internal [within the University] calls only. You are asked not to take calls on your mobile in the PhD offices as it is distracting for other students.

**Laptop Computers**

The University Computing Service (IT) can offer advice where personal laptops are concerned, but they do not offer a maintenance service.

**Printing and Photocopying**

You will be allocated credits for 2000 photocopied or printer pages per annum if you are a full timer (1000 for part time/split site students). In order to do this you will need to set up a PIN which you can use with your University username to log in to the MyPrint devices:  
http://it.leeds.ac.uk/info/65/print_scan_and_copy/75/setting_up_a_myprint_pin/
In addition, you may make two copies of your final thesis using the departmental photocopier.

**Reporting Computer Problems**
If the computer is not working then you need to ring them on 3433333 or email (on another machine, presumably!) the Help Desk on helpdesk@leeds.ac.uk, stating what the problem is and where the computer can be found. They will then pass the message on to a technician and monitor that the problem has been dealt with. If the problem relates to a shared item such as a printer, please do not assume that everyone else has reported it.

**Inter-Library Loans**
Any requests can be made on-line [http://library.leeds.ac.uk/info/200204/document_supply](http://library.leeds.ac.uk/info/200204/document_supply).

**Safety/Security**
Staff with specific responsibilities in relation to health and safety are as follows:

Head of School – Professor Jason Ralph ( 0113 343 4391, E-mail: j.g.ralph@leeds.ac.uk)

School Health and Safety Coordinator – Ms Caroline Wise (34383 email: c."

The day-to-day contact for enquiries regarding safety in POLIS is the school H&S Coordinator (see above). Any accidents or injuries should be reported to her. Any concerns about health and safety issues can be placed on the agenda of the School Safety Committee by contacting the H&S Coordinator.

**Fire Wardens**
Ms Caroline Wise (36663 email: c.wise@leeds.ac.uk)

**First Aiders**

<table>
<thead>
<tr>
<th>Person</th>
<th>Location</th>
<th>Phone Number (0113 34xxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jo Kershaw</td>
<td>13.35</td>
<td>34393</td>
</tr>
<tr>
<td>Louise Williams</td>
<td>13.35/13.39</td>
<td>38590</td>
</tr>
</tbody>
</table>

**Security information**
It is a sad fact of life that it is not safe to leave your personal belongings unattended around the University or the School:

- If you are living in Leeds 6 or one of the ‘student areas’ do bear in mind that the greatest number of thefts from property take place in October and November. You should take...
care to guard your possessions, or even consider bringing expensive items to Leeds later in the year. Remember to keep doors and windows closed as the majority of thefts are opportunistic.

- You should always have a backup of your computer files stored on the university M Drive: [http://it.leeds.ac.uk/info/23/your_account](http://it.leeds.ac.uk/info/23/your_account) in case of theft.

- You should take care to guard your possessions, or even consider bringing expensive items to Leeds later in the year.


If you are ill

If you are ill for a few days and you have to miss a supervision session then you should email your supervisor(s) to let them know. If you are taking any taught modules then you should likewise email the module leader/seminar teacher to inform them.

If you are sick for a longer period of time then it is important to seek a suspension of study to compensate for the lost time. Suspensions of study are generally in multiples of a month. This application has to be made through the Postgraduate Research Tutor and your supervisor should make the case. Generally speaking, it is better to seek a suspension at the time of the illness rather than wait until you find that you can’t make the deadline for the submission of your thesis. However, if you are not sure how long your illness will last then there is a case for waiting until the length of time can be established, rather than ask for multiple shorter extensions and create extra work for the University committee.

Please note that it is advisable to file self-certification notes (for sickness lasting less than a week) and doctor’s notes & medical evidence (for longer periods) with the Postgraduate Office even if the absences don’t raise specific short-term problems, since the cumulative effect of ongoing illness, or indeed any other personal difficulties may interfere with the timely progress of your work and this may need to be addressed formally at some stage.

If you have a domestic crisis

Generally speaking, any events which reduce your ability to study should be documented, be they related to you or to a close family member. The comments concerning timing in the previous section also apply here.
Working arrangements

Out of Hours Working

The buildings are generally unlocked from 8 am to 6 pm. If you are entering the building out of hours then you should ensure that the door remains locked and closed behind you. Don’t let anyone in that you don’t know.

- Please be aware of who else may also be working out of hours around the school.
- Report any untoward incidents to security immediately on 0113 34(32222).
- If possible, please make someone aware that you are working outside of hours and what time you expect to be back by.
- **Under no circumstances** should anyone sleep overnight in the office. This is against fire regulations.
- If you have a mobile phone, keep it with you at all times.
- If you are walking home after dark, please be aware of your surroundings. The Union operates a night bus service during term time that might be useful: [http://www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/gethomesafe/](http://www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/gethomesafe/)

Arrangements re: use of shared equipment.

If you have a shared computer in your office [do bear in mind that all computers are shared in principle] then you have a shared responsibility to look after the machine. All work should be saved to your University drive which has the advantage of back up facilities.). Please remember to delete your files when you finish. Do not delete any files that do not belong to you – if you think that there are a lot of junk files then speak to the technician.

It is also very important that you make yourself aware of the University’s policy for ‘Safeguarding Data’ – with regards to Storage, Backup and Encryption’. We need to minimise the inadequate protection of data for both your personal research topic and for University data. The policy can be accessed on the following website: [http://campus.leeds.ac.uk/isms/policies/safeguarding/index.htm](http://campus.leeds.ac.uk/isms/policies/safeguarding/index.htm)

Eating/Smoking Regulations

POLIS does not have any regulations about eating on the premises, but it is advisable to avoid mixing liquids and computers. **Smoking is not allowed on the premises and you will need to smoke outside.**

Removal of papers and books at the end of your period of study

It is very important that you clear your desk, drawers and shelves of books and papers at the end of your study period; not only is it discourteous to the members of staff who have to undertake the task on your behalf, in a shared office it can sometimes be difficult to establish whose belongings they are and this disadvantages everyone.
Email

- You can find the E-Mail address of a member of staff or student at the University of Leeds at: http://www.leeds.ac.uk/comms/restricted/phones.htm

- Please note that you should quote your name, student number and programme and student number if you email members of staff with any queries.

- Office 365 email provides you with your email, contacts and calendar on whatever device you're using, as well as 1 TB storage for your files, Student Advantage (Office 365 Pro Plus) and Office Online: http://it.leeds.ac.uk/info/210/setting_up_your_email/732/quick_start_guide_for_office_365_email

- Your E-Mail address is in the form username@leeds.ac.uk. Your username is printed on the front of your student ID card. It is usually in the form of a two letter departmental code followed by two numbers indicating the year you started your course, then your initials. e.g. pt12njb

- You should check your university E-Mail and the VLE on a recommended daily basis, as this is the preferred method of communication for many University messages.

- If you have forgotten your computer password, you should, when initially retrieving your passwords, register on https://passwordreset.leeds.ac.uk. You can then reset passwords yourself, without needing to come to the helpdesk. You will need to visit the ISS helpdesk (on the corridor above the entrance to the Edward Boyle Library) and request that your password be reset to the initial password.

Desktop Anywhere

Desktop Anywhere provides students with secure remote access to University IT services from most computers which have Internet access.

Once logged in, students have access to the following facilities via a familiar cluster-style desktop:

Some of the most frequently used applications on the ISS cluster desktop
- Home directory (M: drive)
- On-campus services such as departmental intranet sites and Library services
- Cluster printing
Desktop Anywhere is accessible from off-campus via the internet or the University residence network, and from on campus via the University wireless network. It is easy to use and works on many different operating systems (Windows, Mac, Linux) and browsers.

**Connecting to Desktop Anywhere**

Log into the Portal at [http://portal.leeds.ac.uk](http://portal.leeds.ac.uk) and go to the Computing and Libraries tab. Within the Desktop Anywhere channel, click the Connect to Desktop Anywhere link.

A useful video on accessing Desktop Anywhere can be found here: [http://lutube.leeds.ac.uk/acdsjd1/videos/1142](http://lutube.leeds.ac.uk/acdsjd1/videos/1142).

**Computer Clusters**

For information to enable you to become familiar with the basics of the Leeds computer system, including e-mail, word processing and the internet go to: [http://it.leeds.ac.uk/](http://it.leeds.ac.uk/)

You will also be able to find details of computer systems which are available in various “cluster” areas (i.e. computer rooms) around the campus:

To use these clusters outside normal working hours you will need to obtain the keypad code from the ISS Help Desk or enter your username and password on the keypad code webpage [http://infoscreen.leeds.ac.uk/clustercode](http://infoscreen.leeds.ac.uk/clustercode).

If you believe that the computer system you are using is broken, you should make a fault report. The fault report should be reported to the Computing Service Help Desk (ext. 33333).

**Computer Etiquette**

Computer users are expected to abide by the rules and regulations which govern the use of computer systems at Leeds. These rules have been established in order to ensure that an effective computing service is available for use by large user population. Note that computer etiquette when sending E-Mail and newsgroup messages can be found on: [http://iss.leeds.ac.uk/info/259/it_security/120/rules_and_regulations/5](http://iss.leeds.ac.uk/info/259/it_security/120/rules_and_regulations/5)

When using computer systems you should take note of the following points:

- Computer systems in cluster areas are intended for teaching and research use.
- They should not be used for playing computer games.
- Although computing may be an important component of your studies, you should take care not to spend an excessive amount of time using a computer. Remember that having a social life is also important.
- You should use electronic mail in a responsible manner.
- You should not send abusive messages using E-Mail and you should not send junk mail.
- You should delete files when you have finished with them in order to conserve file space.
- You should observe the rights of other computer users.
• Abuse of the computing services can result not only in disciplinary action being taken against you by the University but also in criminal prosecution.

Computer Training
The link for training courses is: http://www.leeds.ac.uk/iss/training/

The University Library

The Library Home Page at http://www.leeds.ac.uk/ gives access to the Library's web based services, including the Library catalogue, databases and electronic journals.

• Library access

You need your student card to enter and borrow from all of the University libraries. The opening hours vary during the academic year so check the Library Homepage for current opening hours.

• Library help

You should learn how to use the Libraries during your first weeks at the University. There is a basic tutorial here: http://library.leeds.ac.uk/tutorials/libraryguide/

Skills@Library supports students to enhance their learning: http://library.leeds.ac.uk/skills

Researcher @Library provides information, support and resources for researchers at all levels across the University: http://library.leeds.ac.uk/researcher.

Access to other libraries: http://library.leeds.ac.uk/use-other-libraries

Access to books, journals, reports etc not available in the Leeds University Library: http://library.leeds.ac.uk/document-supply

Ordering books for the Library

PhD students who are employed as Teaching Assistants are entitled to request books for the Library. Requests should preferably be made via supervisors to the POLIS Library Contact.

POLIS Staff Information

If you are ringing from outside the University, you should add 34 to the extension number. For example, extn 31111 becomes 3431111.
Learning Outcomes for Research Students

The University has formal policy statements on the learning outcomes, transferable skills, learning context and assessment of research degrees. These are set out for each type of research degree on the RSA website www.leeds.ac.uk/rsa/graduate_board/pos.html.

Postgraduate Training Programme

The general University regulations regarding PhD study are set out here: http://students.leeds.ac.uk/info/103553/postgraduate_researcher_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_researchers. The following guidelines have been prepared by the School and set out details of the POLIS programme:

As part of your study for the degree of Ph.D you will undertake a research training programme designed: (1) to give you a general training in and an awareness of the diversity of research methods employed in the social sciences; (2) to enable you to become skilled in the critical assessment of work produced by a variety of research methods; and (3) to equip you with the necessary skills to conduct your own Ph.D research. It is important that you develop a knowledge and understanding of a range of research methods, including those that you will not be using in your own work, in order to be able to assess the work of others and to increase your own skills (and employability) as a working social scientist.

For these reasons, the work that you will do for your Ph.D must range beyond the immediate requirements of the thesis itself (see the required 'learning outcomes', above).

The School's research training programme comprises the following components:

1. A Postgraduate Induction Programme (convened by Dr Adrian Gallagher). This requires the successful conclusion of any exercises or practical tasks set and any required remedial work resulting, and the programme cannot be completed until an outline and plan of research have been submitted and approved.

2. Attendance at a Research Methods module.

3. Normally one or more core modules from the School's MA programmes (agreed in consultation with your supervisor). These modules can be audited and need not require separate written work.

4. A Regular Postgraduate Seminar involving student presentations of research proposals, normally run as the second semester of the Induction programme. Before upgrading to full PhD (see below), candidates will be required to present and discuss their research proposal at this Seminar.

All of these are compulsory, unless you have been specifically exempted from one or more by the Postgraduate Research Tutor after consultation with your supervisor. Such exemption will be granted only if it is deemed that you have had sufficient training in this area prior to your registration for the degree of PhD. Failure to attend, complete, and where appropriate pass
them will normally prevent you from being upgraded from the provisional to full PhD candidate status.

In addition, the Staff and Departmental Development Unit (SDDU) in the University runs a series of short courses aimed at graduate students. You may be required to attend some of these, and most are available for you to attend on a voluntary basis. The Postgraduate Research Tutor will advise you where necessary.

School Guidance for Research Degree Candidates

These notes are for guidance only and aim to outline the role of the supervisor and the candidate in the PhD process, from starting the thesis through to submission and examination. This should be read in conjunction with the University’s Code of Practice for Research Degree Candidatures: http://www.leeds.ac.uk/rsa/policies.html#formal and the Faculty of Education Social Sciences and Law (ESSL) Protocol for the implementation of the University Code of Practice which can be downloaded from: http://graduate.essl.leeds.ac.uk/documents-for-students/

Although the completion of a satisfactory PhD thesis is the primary and ultimate responsibility of the candidate, both supervisor and candidate have rights and responsibilities to uphold during the period of study.

Supervision

Each candidate will have two supervisors. Your supervisors may wish to meet you together or separately, but in practice supervision of most PhD candidates is undertaken on a joint and shared basis between the two supervisors. Both supervisors generally come from within the School, but, dependent on the nature of your thesis topic, joint supervision can be arranged between the School and another Department, Institute or School within the University. In such cases, one of the supervisors will be designated as the main supervisor, usually the supervisor from the candidate’s parent School or Department. Candidates should expect to consult their supervisors on a monthly basis (or ten times per year).

The preliminary identification of the topic of the thesis is the candidate’s responsibility, and this will normally be done prior to admission into the School. An outline proposal should make clear the overall aims and objectives of the thesis; the substantive, theoretical, empirical and methodological issues raised by the work proposed; the key questions or hypotheses to be researched; and the practical and methodological requirements of the work. Candidates should be clear about their own agenda: What is it that they are trying to find out and why; what theoretical frameworks or ideas might be helpful in organising their work; what kinds of evidence would they need to help answer their question(s); and how might they seek to collect such evidence? At the outset candidates should have a written proposal to present to their supervisors for their first meeting together. The proposal must include the proposed title of the thesis (and, if necessary, a sub-title to indicate the focus or content); a short statement explaining the nature of the topic to be covered, the main lines of investigation to be followed, the sources and methods to be used; and a summary of the purpose of the thesis.
In the early meetings, the job of the supervisors will be to:

1. Identify the specific and general training needs of the candidate and, with the Postgraduate Research Tutor, determine how those needs are to be met, either by provision within the School or from elsewhere in the University.

2. Discuss the proposal and offer advice and guidance on the overall direction and management of the topic; comment on the relevance of the theoretical framework(s) identified and suggest modifications where appropriate; give assistance with identifying the relevant literatures to review as well as the role of other relevant sources; comment on the proposed methodology as well as discuss any practical or ethical issues which are likely to arise in the conduct of the research.

3. Discuss and agree a detailed plan and timetable of work with the candidate for the first year of the Ph.D, and a more general timetable for the research as a whole.

In the early stages of the thesis, candidates and supervisors should meet on a frequent and regular basis (at least monthly).

Fieldwork

Candidates expecting to be away on fieldwork must complete a Fieldwork Risk Assessment form before departure. The risk assessment form and guidelines on how to complete it can be found on the ‘Fieldwork’ tab at:

http://www.essl.leeds.ac.uk/professional-support-services/health-safety

The completed form should be sent to polis.fieldwork@leeds.ac.uk where it will be checked and signed off.

If you have any queries or problems, please contact either your supervisor or the Health and Safety Coordinator for the School: Caroline Wise c.wise@leeds.ac.uk

While on fieldwork students should also upload monthly report forms for their supervisors. The University of Leeds also requires that an ethical review form is completed and submitted and ethical approval obtained before fieldwork is commenced – see below under ‘Ethics Guidance’. Supervisors also write progress reports for the Postgraduate Research Committee (see below). Minutes are taken at these meetings and any recommendations/decisions are communicated to students through their supervisors. Reports are also made on the outcome of Upgrade Assessment Panel meetings (see below). All supervisory meetings/reports/minutes/decisions concerning a student's progress will be recorded on the PDR System and are available for inspection by application to the University's data controller under the terms of the Data Protection Act. Candidates will be given the opportunity for a confidential Annual Review of Supervision meeting, and should at minimum complete the appropriate form for submission in confidence to the Postgraduate Research Tutor.
Transferring From Provisional To Full PhD Status

All doctoral students are initially registered as either provisional doctoral students or as postgraduate research students. The decision to upgrade a candidate from their initial registration as provisional Ph.D to full Ph.D candidature will be taken by a Transfer Assessment Panel convened by the supervisors within 12 months of first registration. The Assessment Panel consists of the supervisor(s) and two independent members of staff who will interview the candidate and review the material presented (see below). If the Assessment Panel is not satisfied, the report completed by the independent staff members, copied to the Postgraduate Research Tutor, will inform the candidate and his or her supervisors of the reasons and the action necessary to meet the requirements of upgrading. Failure to meet the requirements of upgrading may lead either to a candidate being asked to withdraw from the Ph.D programme or to transfer to M.Phil status.

Upgrading will normally be completed within a year for full time or 2 years for part time students. Apart from the documents produced by the candidate, upgrading requires the successful completion of the Induction Programme (convened by Dr Adrian Gallagher) which is, among other things, intended to help candidates prepare their upgrading material) and the Research Methods course.

In order to meet the requirements for upgrading, by the end of the first year for full-time candidates (two years for part-time students) the following will have been produced:


   To be completed by your supervisor(s) and you. It is expected that the main supervisor will normally complete the form on behalf of the supervisory team.

   You will complete your section of the form first. In all cases the form must be completed by the end of month 6 for full-time candidates (and by the end of month 9 for part-time candidates) with appropriate adjustments made where periods of suspended study have taken place.


   To be completed by the supervisor(s) and you. You will complete your section of the form first. It is expected that the main supervisor will normally complete the form on behalf of the supervisory team. In all cases the form must be completed prior to the Transfer Review (oral examination) In all cases the completed form must be scanned and uploaded to the PDR so that no further amendments can be made.

   This form will be considered by the Transfer Assessment Panel at the Transfer Stage. It will be particularly useful for the Panel when completing the Joint Report where questions relating to ethical review, progress towards the agreed training plan and data storage are raised.

3. A detailed proposal agreed by you and your supervisors. The proposal should make clear: the aims and objectives of the thesis; the key research questions or hypotheses to be researched; the identification of relevant theoretical framework(s); and the nature of the methodology and sources to be used.

4. A draft chapter (either a preliminary literature review or another relevant and substantial consideration of key aspects of the research to be conducted).

5. A draft outline of the structure of the thesis (chapter headings, balance of coverage, etc.).
6. A detailed timetable for the remaining period of research and writing-up, including details and timing of fieldwork where appropriate and (normally) six-monthly targets for the timely completion of the thesis.

You will need to upload your material for assessment into the GRAD system and also complete and upload the online Statement of Academic Integrity, Safeguarding Data and Ethical Requirements:
www.leeds.ac.uk/rds/assets/word/Forms/ac_integrity_transfer.doc

6. It is also a condition of upgrading that candidates complete the work for the Research Methods course: a presentation on the methodological aspects of their research to the module group.

7. Finally, prior to upgrading candidates will be required to present and discuss their research proposals at a meeting of the Semester 2 work-in-progress postgraduate Seminar organised as part of the Induction Programme.

POLIS also organises a summer Graduate Research Conference where research students present papers to a wider audience of students and academics. While not part of the upgrade requirements, all research students are encouraged to participate and attend the Conference.

Teaching within POLIS

All PhD students are eligible to apply to act as a teaching assistant on first year undergraduate modules, generally after they have completed their first year of study and completed their transfer successfully. Please note that teaching assistants are normally required to mark student work so they must have excellent standards of written English as well as spoken English. Teaching assistants must have completed the appropriate training course in small group teaching run by SDDU. The availability of teaching can vary from year to year according to the prevailing circumstances.

It should be stressed that the School has to balance a number of responsibilities in this area. While we would like to offer teaching to as many research students as possible, we need above all to ensure that our teaching provision is of the highest possible quality. Furthermore, we have to be certain that research students who engage in teaching activities do not jeopardise their chances of timely completion nor the direction of their own career development. Nor should those activities interfere with their data collection plans, especially when these involve overseas fieldwork. We also face the structural problem that there is often a mismatch between our core teaching needs and the expertise of many research students. Under these circumstances, the School will always be forced to make some difficult choices.

Students should consult their supervisor(s) before undertaking any work within the University that is additional to their research degree study, including teaching which is governed by the University’s Code of Practice for PGRs engaged in teaching – see:
www.leeds.ac.uk/rsa/policies.html.

If you wish to be considered as a teaching assistant then you should send a CV to your supervisor in the first instance. In particular, your CV should outline any past teaching experience or other relevant skills. If your supervisor wishes to support your application then
s/he should let Caroline Wise have a copy of the CV and an indication of the relevant module(s) so that she can pass this on to the Head of School for consideration.

**Continuing Supervision**

Supervision will normally become less intensive after satisfactory upgrading and meetings may be less frequent, though regular consultations should still take place (normally not less than ten times per year). Students have a continuing right to see their supervisors, to seek advice and guidance and to have drafts of their work read and commented on in a timely manner. In the event that research duties require a supervisor or candidate to be absent and unable to meet in person, supervision contact should be maintained by substantive e-mail or other means of communication. Supervisors will be expected to continue to monitor progress on behalf of the Postgraduate Research Committee and to take appropriate action where necessary (see Complaints and grievances below).

**Postgraduate Research Committee**

The role of the Postgraduate Research Committee is to oversee the postgraduate research work of the School. This Committee meets quarterly and reviews the progress of all research students, singly and collectively, and considers any general issues as may arise. Through the Chair, the Committee receives all the documentation relating to postgraduate research students and matters. The membership of the Committee is the Postgraduate Research Tutor (Chair), the Head of School, and two PhD supervisors. This Committee in turn reports to the Faculty Graduate School Committee, and the University’s Graduate Board.

**Examination**

When the thesis is nearing completion and a date for submission has been established, supervisors should discuss with candidates the choice of External Examiner. Students should understand that while the choice of External Examiner is normally agreed with the candidate, the actual decision is taken by the University’s Graduate Board in the final instance. Once the choice of External Examiner has been agreed, it is the responsibility of the Internal Examiner, in consultation with the candidate and his or her supervisor, to set the date of the viva. Supervisors should advise candidates about the nature of the examination process (with a view to learning outcomes), and candidates may request a ‘mock viva’ to familiarise themselves with the examination process. The supervisor may be an observer at the examination but normally consults with the candidate as to whether they wish them to attend and respects the candidate’s wishes. If the candidate has more than one supervisor, permission should be obtained from the Graduate Board’s Examinations Group for the attendance of two or more supervisors. If not present as an observer the Supervisor(s) are required to be available for consultation if necessary. (See also: [http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/overview](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/overview).

**Complaints and grievances**

If either the candidate or the supervisor has a complaint or grievance concerning the nature of Ph.D supervision, then this should be raised with the Postgraduate Research Tutor in the first instance (or another designated senior member of staff in those cases where the Tutor is the supervisor). If the Postgraduate Research Tutor is unable to resolve the issue to the mutual
satisfaction of student and supervisor, then the issue may be passed to the Head of School (or to one of the Professors in the School if the Head of School is the supervisor), and if unresolved within the School then passed to the Director of the Faculty Graduate School. These arrangements do not prejudice any other rights that students may have to complain or make their grievances known through the University’s own arrangements. The Student Complaints Procedure which applies to both research and taught students is published on the University website www.leeds.ac.uk/secretariat/student_complaints.html.

Research ethics and the University’s ethical review process

Research at the University of Leeds is conducted according to the principles of academic excellence, community, integrity, inclusiveness and professionalism. All research must be conducted with respect for participants and in compliance with legislative and funder requirements. In particular, it is important to ensure that research involving human subjects, and personal data is conducted in a manner that protects the welfare, dignity and rights of participants; and that research with the potential for significant adverse environmental impact is properly considered and managed.

The purpose of ethical review is not to discourage controversial or high-risk research. An ethical approach to research should not imply an impediment to the pursuit of knowledge, rather, the clear recognition of and preparation for the risks inherent in that pursuit, and their responsible management.

If in any doubt, please contact the Senior Research Ethics Administrator, Jennifer Blaikie, j.m.blaikie@leeds.ac.uk for advice.

Key ethical issues in research include (but may not be limited to):

- The balance of risk and benefit of the research project
- The physical and psychological health and safety of the research participants and the researchers involved
- Informed consent of research participants
- Inducements to participate in research
- Particular arrangements for vulnerable participants who will be involved in the research project
- Conflicts of interest
- Issues of confidentiality and disclosure of illegal activity where necessary
- Data protection
- Intellectual property issues
- Monitoring and audit of research and research conduct

In all disciplines the ethical aspects of your research should be discussed with your supervisor as part of the research design and management process. It is your responsibility to obtain
ethical approval **before** starting your research, should it be required, and to allow sufficient time for the ethical review to take place in your research plans. Students’ awareness of the ethical implications of the research and ethical approval (where necessary) will be checked at the training needs analysis stage, at transfer, and at examination entry.

**Failure to seek appropriate ethical approval through the review process could have implications for the award of your research degree**

A number of training courses and workshops are available: [http://www.sddu.leeds.ac.uk/sddu-research-ethics-courses.html](http://www.sddu.leeds.ac.uk/sddu-research-ethics-courses.html)

Further information about the ethical review process, including the application form for University review and associated guidelines, can be found at: www.leeds.ac.uk/ethics. The ethical review process can take up to **six weeks**, so it is important that you allow enough time for this when planning your research.

You should discuss your application for ethical review with your supervisor and ask them to check and sign your application form before it is submitted.

The application form must be signed by both you and your supervisor. Handwritten applications will not be accepted.

Tips for speeding up the ethical review process are available at [http://ris.leeds.ac.uk/uolethicsapplication](http://ris.leeds.ac.uk/uolethicsapplication).

Send the completed ethical review form and supporting documentation (e.g. information sheets, consent forms, questionnaires) by email to: Jennifer Blaikie, Senior Research Ethics Administrator, ResearchEthics@leeds.ac.uk

Projects may be selected at random for audit, either by the University Research Ethics Committee (UREC) or the Faculty level Research Ethics Committee so it is important that all relevant documentation is kept securely.

Further information about research ethics is provided in the Good Practice section of the Research Support website: [researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/ethical_review_process/university_ethical_review-1](http://researchsupport.leeds.ac.uk/index.php/学术_staff/good_practice/ethical_review_process/university_ethical_review-1).

Additionally in the Research Ethics Advice and Support section of the SDDU website at: [www.sddu.leeds.ac.uk/sddu-research-ethics-resources.html](http://www.sddu.leeds.ac.uk/sddu-research-ethics-resources.html).

**PhD Mentoring Scheme**

The School’s PGR mentoring scheme helps underpin a lively research culture in POLIS with a more interactive and supportive POLIS PhD community. The mentoring scheme is a wonderful learning opportunity and a most rewarding experience for both mentors and mentees, (in terms of interpersonal skills, time management, understanding of different backgrounds and diversity, communication skills and teamwork etc). Mentoring has rapidly become recognised as a highly effective development process and POLIS wishes to utilise the benefits of such a scheme to help graduate students achieve their major research goals.

The Graduate Training and Support Centre of the University’s Staff and Departmental Development Unit (SDDU) will oversee the necessary training and guidance of the scheme. We
expect that for both mentor and mentee the scheme will be both challenging and stimulating and will offer a range of opportunities; from a recognition of the benefits of ‘listening and questioning’ and development skills to a quick induction into the formal and informal cutlure of POLIS. An enthusiastic participation in the scheme will contribute significantly to that lively research culture demanded by POLIS.

**Academic Integrity and Plagiarism**

The following is extracted from the University’s Research Student Handbook:

All research students are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism.

Those students who are following programmes of study which contain taught modules, or are undertaking individual modules on a ‘stand alone’ basis, are asked to refer to the Procedures on *Cheating, Plagiarism, Fraudulent or Fabricated Coursework, and Malpractice in university examinations and assessments* in respect to those modules. See [http://www.leeds.ac.uk/aaandr/cpff.htm](http://www.leeds.ac.uk/aaandr/cpff.htm)

The information below is provided for all research degree candidates:

The fabrication of research results and plagiarism: definitions

The fabrication of research results includes:

(a) claims, which cannot be reasonably justified, to have obtained specific or general results; false claims in relation to experiments, interviews, procedures or any other research activity; and the omission of statements in relation to data, results, experiments, interviews or procedures, where such omission cannot be reasonably justified.

(b) For Research Degree students at this University plagiarism is defined as presenting someone else’s work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance. In extreme cases it may take the form of submitting a thesis, a transfer report or other written/practical work, significant parts of which are simply copied from the work of another; but it remains a serious matter even where it relates to minor elements and has been caused by poor standards of scholarship rather than intentional cheating. An honest and self-critical approach combined with rigorous standards of scholarship should prevent any suspicion of plagiarism.

The following general guidelines may assist:

(i) passages taken verbatim from the work of another must be enclosed in quotation marks and a full reference to the original source provided. The substitution of a few words in an
otherwise verbatim passage will not obviate the need to use quotation marks and to provide a full reference;

(ii) where a student is conveying in his or her own words the work of another, due acknowledgement must be given by a full reference to the source and care taken clearly to distinguish between the student’s own work and those of the other;

(iii) where work is the result of collaborative research, the contribution of collaborators must be clearly stated and acknowledged; similarly, due acknowledgement should be made of specialist assistance or advice which may have been given, for example in the analysis of data;

(iv) all students must ensure that they have read and understood the University’s published rules on plagiarism as contained in this Research Student Handbook and also any rules specified at School or Faculty level;

(v) a student who is in any doubt on this matter should consult the supervisor(s);

(vi) any student guilty of plagiarism may be expelled from the University at any time, or, even after an award has been made, have their award revoked (see Procedures for investigating plagiarism in research degree work prior to and within the submission for a research degree http://www.leeds.ac.uk/rsa/policies.html.

All research which involves NHS staff or patients, their organs, tissues or data must comply with Department of Health Research Governance Framework. Further information about the Framework is available from the School of Medicine Research Office.

All students should be aware that the University may use plagiarism detection services, such as TurnitinUK, to check whether work has been plagiarised. This includes work contained in the material submitted for assessment for transfer to full degree status and in the thesis submission.

Candidates must also sign the Statement of Academic Integrity section on the Thesis Submission Form at the point at which the thesis is submitted for examination. The form is provided by the Student Services Centre counter at the time of the thesis submission1. Any candidate not submitting their thesis in person must obtain a copy of this form and sign and send it in with their thesis: www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.

Candidates must confirm that:

(i) the work is their own, that they have not presented anyone else’s work as their own and that full and appropriate acknowledgement has been given where reference has been made to the work of others;

(ii) they have read and understood the University’s published rules on plagiarism as contained in the Research Student Handbook and also any rules specified at School or Faculty level;

(iii) they understand that if they commit plagiarism they can be expelled from the University and that it is their responsibility to be aware of the University’s regulations on plagiarism and their importance;

1 Candidates may download and complete this form and bring it with them at the time of thesis submission.
(iv) they give their consent to the University copying and distributing any or all of their work in any form and using third parties (who may be based outside the EU/EEA) to monitor breaches of regulations, to verify absence of plagiarised material in their work, and for quality monitoring purposes.

(v) Research students and supervisors should cover the awareness of the rules and regulations relating to plagiarism as part of the training needs analysis that is completed at the start of their studies.

(vi) Plagiarism is covered in the Starting Your Research Degree courses, provided by the Graduate Training and Support Centre, in partnership with faculties, which are available to all new research students. Plagiarism is also covered in the Thesis Presentation; Preparing for the Viva; and Preparing for your Transfer workshops and in all of the workshops relating to writing and publishing. Further information on these workshops is available from the Graduate Training and Support Centre: www.sddu.leeds.ac.uk/sddu-post-grad-research_students.html or via your faculty training and development contacts.

(vii) For students whose first language is not English, additional support and advice is provided by the Language Centre, which covers referencing and plagiarism in many of its pre and in-sessional courses: http://www.leeds.ac.uk/arts/info/125008/english_language/1768/courses/5

(viii) Skills@Library runs a number of workshops for research students including courses on EndNote. They also provide online resources and tutorials on topics such as avoiding plagiarism in your work, which are available from the Skills@Library website (skills.library.leeds.ac.uk). In addition the Library has developed a resource called Researcher@Library which aims to provide information support and resources to researchers at all levels across the University (library.leeds.ac.uk/researcher).

(ix) There may also be support and training available at a School/Faculty level and candidates should contact their Supervisor or Postgraduate Research Tutor for further information (see

(x) www.leeds.ac.uk/rsa/home/faculty.html for links to School/Faculty information.

**ESSL (Education, Social Sciences and Law) Faculty Graduate School**

Amongst the aims of the Faculty Graduate School are these:

- to develop and support the research environment for both graduate students and staff;
- to increase the profile of postgraduate study within the faculty.

The Graduate School meets these aims a) by creating opportunities for students to come from the constituent schools of the faculty to learn together and socialise and b) by listening to students and learning from them what their learning and social needs might be so that we can do our best to meet these.
Two colleagues manage the business of the Graduate School in overlapping but different ways, including oversight of postgraduate research through the Faculty Graduate School Committee: Director of the Graduate School (Dr Stuart Lister, s.c.lister@leeds.ac.uk) and Dr Elisa Coati, Graduate School Manager.

What sort of things does the Graduate School do? Some examples:

- A welcome event for new PGR students in October/November.
- A Postgraduate Research Student Conference – an insight into the conference experience; give a paper before a sympathetic audience.
- Two Open Days (to which current PGR students contribute).
- A series of research-skills-related workshops and seminars, including collaboration with other research training providers.
- The Upgrade/Transfer workshop is a good example – a very popular workshop with inputs from panel members and students who have been through the 'upgrade' experience.

Many of the above events include the opportunity for socialising.

See the Graduate School website for further information: http://www.essl.leeds.ac.uk/graduate-school/about/

The Graduate School is delighted to have you as one of its students. Please make the most of its provision. Please ensure that it is providing what you need. You can only do this by letting the team know what your needs are.

White Rose Doctoral Training Centre (DTC)

The School of [Politics and International Studies…] is part of the White Rose Social Science Doctoral Training Centre (WR DTC), of which the University of Leeds is a member together with the universities of Sheffield and York. The DTC at Leeds spans across six faculties, encompassing all social sciences disciplines, and is connected to the Leeds Social Sciences Institute (LSSI).

The DTC deals with the administration of ESRC scholarships as well as offering a comprehensive collaborative training programme which can be accessed by all social science PhD researchers at the three universities (regardless of their source of funding). The WR DTC offers training and opportunities at discipline level (Pathways) as well as more general, interdisciplinary opportunities, including advanced training on methodologies, an annual Spring Conference and a student-led seminar series. Besides training, the WR DTC aims to facilitate networking and collaboration across the social sciences and across the three institutions.

To find out more about the WR DTC and what it offers, and to start establishing networks, all new PhD students in the social sciences at Leeds, Sheffield and York are invited to attend the
An A-Z of useful university services

Alumni
For more information visit: www.alumni.leeds.ac.uk/

Careers Centre
5 – 7, Cromer Terrace
Tel.: 0113 343 5295
Website: http://careerweb.leeds.ac.uk

Childcare (Bright Beginnings)
Bright Beginnings Childcare Centre (Leeds) provides an invaluable facility for students and staff of the University and Students Union (LUU): http://www.brightbeginningschildcare.co.uk/.

Computer Clusters
Computer systems are available in various “cluster” areas (i.e. computer rooms) around the campus. Full details can be found here: http://it.leeds.ac.uk/site/custom_scripts/clusters.php

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

Disabled Student Support
Full details of support offered for disabled students can be found at:
www.leeds.ac.uk/rsa/support/disability.html
The Equality and Diversity Team (part of the University’s Equality Service) works with schools, faculties and Leeds University Union to promote equality and good practice.

Doctors
It is essential that you register with a doctor in Leeds and that you don’t leave it until you need medical treatment. You can find a local doctor using the NHS Choices web site www.nhs.uk/ or you may prefer to register with Leeds Student Medical Practice
www.leedsstudentmedicalpractice.co.uk/
Language Centre
The Language Centre offers a range of services and facilities that can be used by all the University’s staff and students, whether learning a foreign language, improving English skills or keeping up to date with world news.
For more information on language courses or the Self-Access Area see: www.leeds.ac.uk/languages/lc_home.html/

Print and Copy Bureau
Services to students include: posters, thesis binding, digital black and colour copying, printed stationary, folders, business cards: http://pcb.leeds.ac.uk/

Nightline
Nightline is a telephone support and information service run for students by trained student volunteers. The phone lines open between 8pm and 8am every night of term, offering confidential listening and information to all students studying in Leeds: http://www.leedsnightline.co.uk/

Samaritans
The Samaritans offer a confidential listening service for anyone who is in crisis, suicidal or despairing. The telephone number is (0113) 2456789 and it is open 24 hours a day every day of the year. For face-to-face contact, the Samaritan centre at 93 Clarendon Road (just behind campus) is open to callers from 8 am - 10 pm daily -- it’s best to ring first to arrange to visit. The centre is wheelchair accessible. There is also a national number where calls are charged at the local rate. Tel: 08457 90 90 90.

93 Clarendon Road,
LEEDS
LS2 9LY
E-mail: jo@samaritans.org.uk/
Website: www.samaritans.org.uk /

Student Counselling Centre (SCC)
We hope your time at Leeds will be productive and enjoyable. However, there may also be stresses and difficulties that might prevent you from reaching your full academic or personal potential.
To help you deal with these and get the most from your time here, the SCC offers free, professional, confidential individual counselling, groups, workshops, drop-in sessions and web-based self-help.
The SCC, 19 Clarendon Place, LS2 9JY, is open 8.30 – 5.00 all year, with a drop-in at 1.00 during term-time.

To make an appointment e-mail studentcounselling@leeds.ac.uk or telephone 0113 343 4107 (answerphone out of office hours)

For more information visit their website at www.leeds.ac.uk/studentcounselling/

**Student Support**

Information regarding all student support services can be found on the University’s website: http://help.leeds.ac.uk/