Postgraduate Research Student Handbook

2016 / 2017
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Welcome/Introduction

Welcome to History at Leicester.

We are delighted that you have chosen to study for a research degree at the University of Leicester and we very much hope that you will enjoy your time with us. You have joined an academic unit in which the staff are internationally renowned scholars and their support of your research project will be informed by their own cutting-edge research. We are also one of the largest history departments in the country offering you a wide range and breadth of expertise. Wherever your research interests lie, we are confident that your time with us will stimulate and inspire you.

Whatever your motivations for undertaking a postgraduate research degree we trust that the knowledge and skills you acquire during your time at Leicester will help you go as far as you can in your learning and your life. But we also hope that you will maintain your links with the University, and the School in particular, after you have gone.

The School prides itself upon its friendly atmosphere and approachable staff and we hope that you will soon feel at home with us and we look forward to getting to know you.

Dr George Lewis
Head of School of History, Politics & International Relations
**Induction**

You will already have received details of our induction programme taking place Monday 26 September – Friday 30 September 2016. It is important that you attend all the induction events, where we will be giving you essential information about the course, the School’s procedures, and the resources that are available for you. As well as attending these sessions you must also read the rest of this handbook carefully, as we will assume that you are familiar with all the information that it contains.

**For International Students**

There will be an induction session for International Students only with Professor Toby Lincoln on Tuesday 27 September 2016 at 09.30 am in the seminar room at no 1 Salisbury Road. International Students unable to attend this session please contact the School Office. For advice and information for International Students please see [www2.le.ac.uk/offices/international](http://www2.le.ac.uk/offices/international).

**Department Details**

The School of History is one of the leading schools in the country; for more information about the School’s history see [www2.le.ac.uk/departments/history/about](http://www2.le.ac.uk/departments/history/about).

The School is located on the 5th to 7th floors of the Attenborough Tower on the main campus and at numbers 1, 3-5, and 6 Salisbury Road, which is about ten minutes’ walk from the main campus. Postgraduate activities are concentrated at Salisbury Road but you may also have classes and attend seminars on the main campus. For more information on staff members and their research interests see [www2.le.ac.uk/departments/history/people](http://www2.le.ac.uk/departments/history/people).

**Departmental Communications**

**Where to Find Advice and Information**

There is a wide array of help available at both School and University level, and you will find more information about student support services in this handbook. This help is there to be used, and it is better if it is used when a problem is beginning than when it has become serious. One of the most important things to learn, and also one of the most difficult, is when to ask for help. All of the people mentioned in this section are willing to help or advice, and you should not hesitate to contact them. Anything you say will be treated in absolute confidence; nothing, including the fact that you have asked for help, will be passed on to anyone else without your express permission. All students are given a University email address, and are encouraged to correspond with their tutors in this way.

**The Head of School**

The Head of School has, subject to the power of the higher University authorities, the final say on what is done in the School. You may consult the Head of School about any problem you have.

**Contacting Members of Staff**

The best method of contacting staff is to use email, either to arrange an appointment or to ask a question which can then be replied to by email.

It might be better to see your Supervisor or Personal Tutor in person during office hours.

When emailing a member of staff please be aware that you cannot assume an immediate response. During term time we normally try to respond to all student emails within **2 working days** of receipt. During the vacations a response may be slower, given that colleagues may be on holiday themselves or on research trips/conferences.
where they do not have access to emails. In such cases they will generally turn on their out-of-office message which will let you know when they expect to be able to deal with your email.

All members of staff who are involved in teaching have ‘office hours’ listed on their staff webpage on the School website (www2.le.ac.uk/departments/history/people), during which they will be available to callers in their rooms without prior appointment. You can try to see them at other times, but there is no guarantee that they will be available.

Most members of staff have a designated ‘research day’ each week during term time and, if they are working in their room, they may well ask that you do not disturb them; please respect such requests unless the reason for which you wish to see them is genuinely so urgent that tomorrow will not do.

We recommend that students wishing to send large files to their supervisor(s) for comments make use of the FileDrop service, details at: www2.le.ac.uk/offices/itservices/ithelp/services/filedrop/about/filedrop. Please do not send large files as email attachments as they may cause problems for the recipient.

**How the School Contacts you**

There are several ways in which the School or members of staff may contact you or provide important information. They all depend upon you taking responsibility - to check your university email account, Blackboard, the notice boards, and to respond promptly when requested. Please inform the School Office immediately if any contact details change.

**Your University Email Account**

Important messages and information from the School and your supervisor will be sent to your University email address (including any warnings about attendance, disciplinary procedures and notifications regarding assessments). It is essential that you check your University email account regularly in term-time and at regular intervals in vacations. Using your account regularly will also ensure that your password does not go out of date and make your account inaccessible.

Remember that your University mailbox is limited in size and can become full if you do not delete items regularly. Please be aware that members of the School will expect normal levels of grammar and spelling to apply to any email correspondence: there may be a delay in responding to emails that are inappropriate or difficult to understand.

**The School Website and ‘Blackboard’**

You can find further information on the School’s website, which can be accessed from both inside and outside the University.

One of the best means for finding further information is the ‘Blackboard’ virtual learning environment system, where you will find a ‘Postgraduate Research Information and Resources’ site which contains vital information relating to your courses. You can log on to Blackboard using your University of Leicester username and password on the University’s home page. Please note that ‘Blackboard’ is also used for the submission of the electronic copy of your Probation and Annual Review reports.

**Twitter**

You can follow the School of History on twitter for updates and announcements:

@historyleic

**Staff List and Key Contacts**

The School Office is one of the most important points of contact and enquiry and its staff will be able to answer your questions or advise you on whom to consult.
**Location:** 7th Floor (Attenborough Tower)  
School of History, Politics & International Relations  
University of Leicester  
University Road  
Leicester  
LE1 7RH  

**Open:** 9.00 a.m. to 5.00 p.m.  
**Tel:** 0116 252 2587  
**Email:** hypir@le.ac.uk  

### Staff in the School

On the School’s website you can find the names, rooms and photographs of staff within the School of History ([www2.le.ac.uk/departments/history/people](http://www2.le.ac.uk/departments/history/people)). A number of members of staff will be on research leave for one or both of the semesters during the year. The names and rooms of new or replacement members of staff are not always available when the hard copy of this handbook has to gone to press, and so there may be some staff in addition to the list shown below.

**KEY:**  
Office locations: ATT = Attenborough Tower  
MFH = Marc Fitch House, 3-5 Salisbury Road  
1SR = 1 Salisbury Road  
6SR = 6 Salisbury Road

**Telephone numbers:** to call from outside the University add 0116 252 before the number given below (or 0116 229 before numbers marked with a *).  

**Email addresses:** all end in @leicester.ac.uk

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Aston, DR N.</td>
<td>1SR 202</td>
<td>5064</td>
<td>na47</td>
</tr>
<tr>
<td>Attard, Dr B.P.</td>
<td>ATT 607</td>
<td>5064</td>
<td>bpa1</td>
</tr>
<tr>
<td>Bethke, Dr S.</td>
<td>ATT604</td>
<td>2809</td>
<td>sb744</td>
</tr>
<tr>
<td>Butler, Dr R.</td>
<td>MFH 223</td>
<td>2810</td>
<td>rjb86</td>
</tr>
<tr>
<td>Clapp, Dr E.J.</td>
<td>ATT 614</td>
<td>2815</td>
<td>ejc12</td>
</tr>
<tr>
<td>Gentilcore, Prof D.C.</td>
<td>ATT 510</td>
<td>2834</td>
<td>dgc2</td>
</tr>
<tr>
<td>Gunn, Prof S.</td>
<td>MFH 026</td>
<td>5291</td>
<td>sg201</td>
</tr>
<tr>
<td>Harris, Dr I.C.</td>
<td>6SR 005</td>
<td>*7532</td>
<td>ich1</td>
</tr>
<tr>
<td>Hopper, Dr A.J.</td>
<td>MFH 21</td>
<td>3979</td>
<td>ajh69</td>
</tr>
<tr>
<td>Hyde, Mr C.</td>
<td>1SR 001</td>
<td>5065</td>
<td>ch38</td>
</tr>
<tr>
<td>Johnstone, Dr A.E.</td>
<td>ATT 615</td>
<td>2861</td>
<td>aej7</td>
</tr>
<tr>
<td>Jones, Dr R.L.C.</td>
<td>MFH 015</td>
<td>2764</td>
<td>rlcj1</td>
</tr>
<tr>
<td>Kidambi, Dr P.</td>
<td>MFH 019</td>
<td>2766</td>
<td>pk64</td>
</tr>
<tr>
<td>Korb, Dr A.</td>
<td>ATT 711</td>
<td>2784</td>
<td>ak368</td>
</tr>
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</table>
Members of staff whose names appear below are away from the University for semester one during the academic year 2015-16.

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<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bothwell, Dr J.</td>
<td>ATT 608</td>
<td>2814</td>
<td>jsb16</td>
</tr>
<tr>
<td>Knox, Dr Z.</td>
<td>ATT 508</td>
<td>2711</td>
<td>zk15</td>
</tr>
<tr>
<td>Reidi, Dr E.</td>
<td>ATT 605</td>
<td>2817</td>
<td>er48</td>
</tr>
<tr>
<td>Snell, Prof K.D.M.</td>
<td>MFH 20</td>
<td>6763</td>
<td>kdm</td>
</tr>
</tbody>
</table>

Members of staff whose names appear below are away from the University for semester two during the academic year 2015-16.

<table>
<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Moore, Dr J.</td>
<td>6SR 105</td>
<td>*7531</td>
<td>Jm68</td>
</tr>
<tr>
<td>Moore, Dr P.</td>
<td>ATT 509</td>
<td>2816</td>
<td>pm294</td>
</tr>
<tr>
<td>Sweet Prof R.H.</td>
<td>MFH 14</td>
<td>2837</td>
<td>rhs4</td>
</tr>
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Members of staff whose names appear below are away from the University for both semesters during the academic year 2015-16.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
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<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Anderson, Prof C.</td>
<td>6SR 101</td>
<td>*7528</td>
<td>ca26</td>
</tr>
<tr>
<td>Campbell, Dr J.</td>
<td>ATT 613</td>
<td>2583</td>
<td>Jmc62</td>
</tr>
<tr>
<td>Coffey, Prof J.R.D.</td>
<td>ATT710</td>
<td>3941</td>
<td>jrdc1</td>
</tr>
<tr>
<td>Foxhall, Dr K.</td>
<td>6SR 203</td>
<td>7794</td>
<td>kf107</td>
</tr>
<tr>
<td>Horrocks, Dr S.M.</td>
<td>ATT507</td>
<td>5070</td>
<td>smh4</td>
</tr>
<tr>
<td>Hurren, Dr E.T.</td>
<td>1SR 003</td>
<td>5968</td>
<td>eh140</td>
</tr>
<tr>
<td>King, Prof S.</td>
<td>7SR</td>
<td>2760</td>
<td>sak28</td>
</tr>
<tr>
<td>Marin, Dr I.</td>
<td>ATT 702</td>
<td>2736</td>
<td>im146</td>
</tr>
<tr>
<td>Schürer, Prof K.</td>
<td>MFH 224</td>
<td>2320</td>
<td>ks291</td>
</tr>
</tbody>
</table>

**Director of Postgraduate Studies**

Dr Toby Lincoln ([tl99@le.ac.uk](mailto:tl99@le.ac.uk))
Administrative Responsibilities

The Head of School (Dr George Lewis – gdg1@le.ac.uk) has overall responsibility for all aspects of the School’s activities; any student who wishes to see the Head of School should do so during his office hours, which are posted on his door, or email him for an appointment.

For all queries regarding the Postgraduate Research degrees please email historypgr@le.ac.uk and the administration team will get back to you.

The School’s Equal Opportunities Officer and AccessAbility Tutor is Dr Richard Butler (rjb86@le.ac.uk).

The School’s Health and Safety Officer is Dr Andy Tams (at387@le.ac.uk).

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord (mystudentrecord.le.ac.uk) using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

Department Facilities

The main School office and the three multidisciplinary centres attached to the School are located in the Attenborough Tower on the main campus. The Centres for English Local History, Urban History and the Centre for Medical Humanities are housed in Salisbury Road.

In addition to the facilities in Salisbury Road, The School is also home to the Medieval Research Centre which is located in Attenborough 701, and the Stanley Burton Centre for Holocaust and Genocide Studies located in Attenborough 601. Both have excellent resource libraries which you are encouraged to use.

The Stanley Burton Centre contains primary sources, books, journals, DVDs and CD-ROMs as well as offering its own computing facilities for the Centre’s students. The room is run by a team of student volunteers who supervise the use of the collection, catalogue resources, compile a newspaper collection on topics relevant to the Centre and are involved in other related activities. www.le.ac.uk/hi/centre/burton

Our Salisbury Road campus contains dedicated postgraduate facilities within the Marc Fitch Historical Institute, ten minutes’ walk from the main campus. The institute is housed in three attractive Victorian villas, which contain workspaces and essential resources for advanced research including:

- Audio equipment attached to the East Midlands Oral History Archive;
- Map room which contains a complete coverage of England and Wales Ordnance Surveys and a large collection of historical maps and prints;
- Marc Fitch Library, covering all aspects of local history and areas of England;
- A specialist urban history library;
- Photocopying and scanning facilities.

Postgraduate student study areas are also available at the Brookfield site located a ten minute walk from central campus on London Road. Information on the Brookfield site and how to book rooms can be found here: www2.le.ac.uk/departments/gradschool/brookfield
Special Equipment
An AO scanner and a high quality slide scanner are available in the map room at no 5 Salisbury Road. Please contact Dr Richard Jones (rlc1@le.ac.uk) if you would like to use them.

The Marc Fitch library (also at no 5 Salisbury Road) contains a microfiche reader and a light box.

Access to 1, 3-5 and 6 Salisbury Road
All users of the School of History buildings on Salisbury Road will be eligible to have automatic admission by using a swipe card. Every other person will have the status of ‘visitor’.

The times of access are closely related to the hours when the intruder alarms have been cancelled by the porter. Those entering the buildings outside these will set off the intruder alarms which they will not be able to cancel.

Hours of access are as follows:
- Students: 08.00-20.00 Monday to Friday
- Visitors: 09.00-17.00 Monday to Friday

Car Parking
All spaces behind 5 Salisbury Road are reserved for permit holders and disabled parking. Exceptionally, visitors requiring special treatment because of, for example, the timing or long-distance journeys, delivery of heavy loads, or physical disability, may ring the School Office, at least two days in advance to ask for a space to be reserved. Extensive public car parking facilities are available nearby in the corner of Victoria Park, by the junction of Regent Road and Granville Road.

Booking of Seminar Room and Meeting Rooms
If students wish to book either of the seminar rooms (1SR and 5SR) or the meeting room (6SR) for seminars or meetings, they should do so through the School Office by emailing hypir@le.ac.uk.

Common Rooms
There are basic facilities for making tea/coffee and preparing other items in the kitchens of each building in Salisbury Road. These facilities are available to staff, students and visitors and you are welcome to make use of them. No food or drink may be taken into the Marc Fitch Library, the W.G. Hoskins Map Room, or the two seminar rooms. Food and drink should be consumed in the Common Rooms. The kitchens must be kept clean and tidy at all times. Crockery should be washed after use and put back into cupboards. All work surfaces and table tops should be left clean.

Postgraduate Space
There are hot desking facilities available in no’s 1 Salisbury Road on a first come first served basis. Postgraduate study areas are also available at our Brookfield site. Information on the Brookfield site and how to book rooms can be found here: www2.le.ac.uk/departments/gradschool/brookfield.
Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist information resources including a print collection of over 1 million items and a Digital Library of over 500,000 eBooks and 50,000 electronic journals which you can use from anywhere on the Web;
- help in finding and using information; online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs, netbooks and wireless networking for your laptop;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

For information about your subject, please visit www2.le.ac.uk/library/find/subjects/history

The library website is a gate way to many important resources, including information about bibliography software and citing references, see http://www2.le.ac.uk/library/for/postgraduates for information

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- Student email: access your email and calendar anywhere; on your laptop or mobile device
- Printing: print from any device to a University printer
- Microsoft Office: available at no cost whilst you study at the University
- IT Help: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- IT Training: attend our workshops in Word, PowerPoint and Excel
- Wifi: free access to eduroam wifi on campus, in student accommodation or at other universities
• **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
• **OneDrive:** the online storage location for all your files
• **Blackboard Virtual Learning Environment:** support and information for all your courses
• **Leicester Digital Library:** access to journals, databases and electronic books online

**Student Learning Development**

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies.

**Students’ Union Education Unit (ED)**

Education help and advice is provided by the Students’ Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

Online chat facilities are also available for appointments and drop in sessions.

Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

**Learn a New Language with Languages at Leicester**

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016.

We offer 16 different languages including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal).

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: [www.le.ac.uk/hear](http://www.le.ac.uk/hear).
Other University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library. All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:

- Monday to Friday: 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday: 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being a student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

For Postgraduate Research Students the relevant Senate Regulation is Senate Regulation 9 which can be accessed here www2.le.ac.uk/offices/sas2/regulations/documents/senate-regulation9

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.
Student Responsibilities

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations

Research Student Obligations and Research Conduct

The specific requirements for research students are outlined here http://www2.le.ac.uk/offices/sas2/regulations/documents/senate-regulation9/student-obligations

These cover

- General responsibilities
- ethical approval of research
- academic honesty
- academic obligations
- intellectual property
- Copyright
- Use of proof reading services
- Illness
- Leave and holidays
- Paid employment
- Internships and placements
- Appeals and complaints
- are outlined

You are reminded that you are responsible for ensuring that you are familiar with relevant policies and procedures, in particular with the Senate Regulations and the Code of Conduct for Research. (Regulation 9.146.2)

Attendance and Engagement Requirements

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). You should attend all supervisions, compulsory training events and progress review meetings unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if supervisory sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.
If you miss a supervision you must complete the ‘Notification of Absence’ form found on the School Website as soon as possible [www2.le.ac.uk/departments/history/current/absences](http://www2.le.ac.uk/departments/history/current/absences). You should also email your supervisor to inform them that you will not be attending.

The School of History’s attendance monitoring policy is in line with the recommendations from Senate and as a result PGR students are required to have at least 12 contact points per year for full time students and 6 per year for part time students. Supervisory contact will be used to monitor these contact points i.e. in person supervision meetings, Skype, telephone calls or email exchanges. After all supervisory sessions the student is expected to upload discussion and action notes to PROSE or VPP (for M3C students).

Full time students must, on a monthly basis, email historypgr@le.ac.uk with details of their supervision meeting (date and venue), copying in their supervisor (and whether this was by Skype or phone if it wasn’t face to face). Part time students are required to follow this process bi-monthly.

**Employment**

Part-time employment is not accepted as an excuse for absence from classes, late submission of work, or examination failure.

The University Regulations state that full-time students should not work for more than 15 hours per week. This applies whether you are a home or an international student. There are no employment constraints on part-time students.

If you are an international student you should note that the University's Regulations about term-time employment may be different to those enforced by the Home Office. You must make sure that you comply with both the University and the Home Office's rules.

**Course details**

It is important to remember that as a postgraduate researcher we expect you to take responsibility for your own learning and progress. We expect you to meet deadlines agreed with your supervisor(s) and to complete the progress monitoring forms required by the Department and the Graduate School. Although your supervisor will provide guidance and support, the initiative rests with you and you will be expected to show you can plan and manage your work and respond to any difficulties you might encounter. The ultimate responsibility for the success of your thesis rests with you.

The information in this section should be read in conjunction with the information provided by the Graduate School and by Student and Academic Services. In particular you should read the following:

- Postgraduate Research Student Regulations: [www2.le.ac.uk/offices/sas2/regulations/documents/senate-regulation9](http://www2.le.ac.uk/offices/sas2/regulations/documents/senate-regulation9)
- The Graduate School Handbook contains advice on supervision, support services and administrative matters: [www2.le.ac.uk/departments/gradschool/handbook](http://www2.le.ac.uk/departments/gradschool/handbook).
- Probation and Review: [www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring](http://www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring)
- Forms and documents including change in mode of study, transfer to writing up, suspension of registration, etc: [www2.le.ac.uk/departments/gradschool/zone/forms](http://www2.le.ac.uk/departments/gradschool/zone/forms).
- University Code of Practice for Research Ethics: [www2.le.ac.uk/institution/committees/research-ethics/code-of-practice](http://www2.le.ac.uk/institution/committees/research-ethics/code-of-practice)

Information about applying for Research Ethics Approval is at [http://www2.le.ac.uk/institution/ethics/approval](http://www2.le.ac.uk/institution/ethics/approval)
Period of Registration

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<th>Maximum period of Registration (Years)</th>
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These periods are set by the University and the Research Councils. If for any reason you intend to exceed the maximum period you will need to seek formal approval, with the support of your supervisor, from the University.

Remember that it is also possible to change from part-time to full-time status and vice versa should your circumstances change. You will need to discuss with your supervisor and the Postgraduate Tutor should you wish to do so.

Further details are given at: [www2.le.ac.uk/departments/gradschool/handbook/registration/registration-periods](http://www2.le.ac.uk/departments/gradschool/handbook/registration/registration-periods)

Supervision Arrangements

Details regarding your supervisory team, the supervisor’s role and other related information can be found in the Research Student Handbook at [www2.le.ac.uk/departments/gradschool/handbook/supervision](http://www2.le.ac.uk/departments/gradschool/handbook/supervision)

Research Student Training

All pre-Probation students are expected to attend the Research Design and Practice Module, or to follow its online equivalent. Details of the online equivalent can be found on the Doctoral Research Training website: [www2.le.ac.uk/colleges/ssah/research/dtp/modules-ssdtp](http://www2.le.ac.uk/colleges/ssah/research/dtp/modules-ssdtp). If you wish to follow any of the other training modules offered by the College you should discuss this with your supervisor.

For information on events provided by the university please refer to the information given on the Graduate School website at [www2.le.ac.uk/departments/gradschool/training](http://www2.le.ac.uk/departments/gradschool/training)

Once you have completed your probationary period you will be able to attend the advanced training courses offered by the College of Social Sciences, Arts and Humanities: [www2.le.ac.uk/colleges/ssah/research/dtp/adtp](http://www2.le.ac.uk/colleges/ssah/research/dtp/adtp)

It is important that you discuss your research training needs with your supervisor(s) at the earliest possible opportunity and that you keep a record of all the training you undertake. Templates for assessing your needs are recording your training are available on the Graduate School website via the link above. You will need to provide details of the training you have undertaken as part of your Probation review submission.

All PGR students in the School of History are expected to use the PROSE system to keep a record of supervisions, research training and other activities. [www2.le.ac.uk/offices/lli/rd/prose-guide-for-pgrs/PGR-guide](http://www2.le.ac.uk/offices/lli/rd/prose-guide-for-pgrs/PGR-guide) PROSE is also used to book research training sessions.

Probation Period and Review

The Probation period is set at one year for full time students and two years for part time students. At this point the department will carry out a Probation Review. You will be required to submit a written report on your progress along with a literature review and will have the opportunity to discuss your project with two members of academic staff who are not part of your supervision team. You must pass this review to re-register for your second (or third for part time) year of PhD study. Generic advice on probation period review can be found at [www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring/probation-review](http://www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring/probation-review).
Information specific to the School can also be found on the Postgraduate Research Information and Resources Blackboard site.

**Progress Reviews after Probation**

The School of History at Leicester operates an Annual Review system to aid with your research. This occurs each year before the period of re-registration. At this point the department will carry out an Annual Review. You will be required to submit a report and some written work and will have the opportunity to discuss your project with two members of academic staff who are not part of your supervision team.

Advice on reviews following probation can be found at: [www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring/progress-reviews](http://www2.le.ac.uk/departments/gradschool/handbook/progress-monitoring/progress-reviews).

Information specific to the School can also be found on the Postgraduate Research Information and Resources Blackboard site. You will need to pass the annual review at the end of year 3 (or year 6 for part-time students) before you can transfer to writing up status.

**Writing Up Status**

During the latter stages of your study period you will need to transition to Writing Up Status. This means that you are no longer registered as a student and instead are considered to be simply writing your thesis. During this time you will pay reduced fees (£50 per semester). If you wish to transfer to writing up status you must successfully complete your Annual Review and have the approval of your supervisor. Further information can be found on the Research Student Zone via the link below: [www2.le.ac.uk/departments/gradschool/handbook/registration/writing-up](http://www2.le.ac.uk/departments/gradschool/handbook/registration/writing-up).

**Thesis Submission**

**Format guidelines**

Advice on thesis formatting can be found at: [www2.le.ac.uk/departments/gradschool/training/eresources/study-guides/thesis/format-guidelines](http://www2.le.ac.uk/departments/gradschool/training/eresources/study-guides/thesis/format-guidelines)

**Notice of Submission form**

For advice on submitting and Notice of Submission form (which should be completed three months before the intended submission date), see: [www2.le.ac.uk/departments/gradschool/handbook/thesis/submission-notice](http://www2.le.ac.uk/departments/gradschool/handbook/thesis/submission-notice)

**Referencing and Academic Integrity**

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

**What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’**

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:
• the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
• the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
• unacknowledged quotation of phrases from another’s work;
• the presentation of another’s concept as one’s own;
• the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your work. To find out which referencing style each department uses, and for information and help on each referencing style, please visit: www.le.ac.uk/library/help/referencing

Notification of Ill Health and Other Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to continue with their studies. In this instance further information can be found here: www2.le.ac.uk/offices/sas2/regulations/mitigation

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study. Tell your department(s) about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible.
The School of History operates an online illness notification system, the form to fill in can be found here: www2.le.ac.uk/departments/history/current/absences

If ill health or other circumstances require a prolonged break in your studies you should consider suspending your registration. Your supervisor, personal tutor or the postgraduate director will be happy to discuss this process with you.

**Suspension of Programme or Withdrawal**

We hope that you will be able to complete your degree without suspension, but if you do encounter difficulties it is essential that you discuss these with your supervisor as soon as possible as it may be sensible to arrange a suspension which effectively means that the clock stops ticking on your registration. This can provide a valuable breathing space if you are suffering ill health or need to concentrate on family matters or simply earn some additional income.

Further details regarding suspending your studies can be found at: www2.le.ac.uk/departments/gradschool/handbook/registration/suspension

**Working as a University Tutor (UT)**

During your time as a postgraduate, you may wish to gain experience by taking paid employment as a University Tutor (UT). UTs ordinarily teach seminar or tutorial groups, frequently on large first-year modules, but may occasionally have other roles. Before becoming a UT, you should seriously consider the time commitment required for both preparation and teaching, and talk to your supervisor about the implications for your research work.

The opportunities for employment as a UT will vary from year to year depending on the School’s teaching requirements. If you wish to be considered for paid employment as a UT, then you should contact the Head of School, supplying a full CV and indicating any experience and the topic areas and/or modules you would be interested in teaching. There may be additional conditions of employment, such as an interview, appropriate training or references. All new UTs will be assigned a mentor (usually the module convenor), and required to participate in the mentoring process.

The policy for working as a UT is available on the website at the following link: https://www2.le.ac.uk/departments/gradschool/zone/forms/policy-on-postgraduate-research-students-who-undertake-teaching-and-related-activities

**Research Seminars and Networks**

During term time there is an extensive programme of research seminars within the School and the University that you are encouraged to attend. Participation in research seminars is an essential part of your intellectual development and you can learn a lot about the process of research and writing even from a seminar on a topic that is far removed from your own specific research interests. You will always be made to feel welcome and often offered some refreshments. Some seminars, often the less formal ones, are held at lunchtimes but the majority are late afternoon or early evening. The School website also has a list of upcoming events at http://www2.le.ac.uk/departments/history/news/upcomingevents and links to seminars in associated centres. Some seminar series have an electronic mailing list and it is a good idea to sign up so that you get the latest information.

Depending on your research interests you may find it useful to find out about seminars in other departments, for example English, Archaeology and Ancient History, Museum Studies or Politics.
The School and the University also regularly hold public lectures that may be of interest. Leicester is also home to a growing number of cross-college research networks that you are encouraged to join, for example, the Leicester Migration Network: [www2.le.ac.uk/projects/migration-research-group/migration-research-network](http://www2.le.ac.uk/projects/migration-research-group/migration-research-network)

### Postgraduate Conference

The School of History at Leicester has an annual Postgraduate Conference. This is an opportunity to present your work to a group of your peers and academic staff from across the university in a supportive and friendly environment. It is held annually in May. Information is available at: [www2.le.ac.uk/departments/history/postgraduate/pg-conference](http://www2.le.ac.uk/departments/history/postgraduate/pg-conference)

### Personal Support for Students

#### Departmental Student Support Arrangements

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the [Code of Practice on Personal Support for Students](http://www.le.ac.uk/sas/quality/personaltutor):

### Equal Opportunities

The School’s Equal Opportunities Officer and AccessAbility Tutor is Dr Richard Butler ([rjb86@le.ac.uk](mailto:rjb86@le.ac.uk)).

### University Student Support Arrangements

#### AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Low-level photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

**Contact:** AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | [accessable@le.ac.uk](mailto:accessable@le.ac.uk) | [www.le.ac.uk/accessability](http://www.le.ac.uk/accessability)

#### Student Welfare Centre

The Student Welfare Centre offers wide ranging practical support, advice, and information for students.
Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information and guidance is available in relation to private rented accommodation.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Percy Gee Building (First Floor).
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

**Student Counselling Support**
Time-limited, free and confidential counselling on a one-to-one or group basis to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

**Student Mental Wellbeing Support**
Practical and emotional one-to-one and group support to students managing mental health issues whilst at the University.

Contact: Student Support (mental wellbeing)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

**Student Healthy Living Service**
The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

**Health Care and Registering with a Doctor**
Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.
If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: www2.le.ac.uk/students/info/new/postgrad/health

**Careers and Employability**

**Career Development Service**

You need a first-class education; that’s a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students’ Union, your award winning Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

Throughout your studies you will engage with the **Career Development Journey** which is your personal guide to working out what you want to do after University and how to get there. Starting early is key, and completing the first step of the journey is simply achieved by logging onto MyCareers with your university username and password. You can access this through our homepage.

**MyCareers is your gateway to:**

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews;
- Booking workshops, such as mock assessment centres and psychometric testing;
- Invitations to employer events;
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and enterprise and business start-up activities.

**Get involved by:**

- Signing up to Unitemps If you are looking for part time work whilst studying. We are based next to the Career Development Service in the Students’ Union.
- Coming along to fantastic employer events throughout the year including the Festival of Careers. We are one of the top 25 universities targeted by the largest number of top employers!
- Reflecting on your skill development throughout your academic studies and extra-curricular activities, as you will need to show employers how you can communicate, work in a team and much more. For more information on the Transferable Skills Framework go to our website.

Come and visit us in the Students’ Union and log onto your MyCareers account to get started. We’re here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

**Contact:** Career Development Service, Level 0, Students’ Union, Percy Gee Building

0116 252 2004 | careershelp@le.ac.uk | [www.le.ac.uk/careers](http://www.le.ac.uk/careers) | @uolcds | fb.com/uolcds
Feedback from Students

Student Staff Committees
This is made up of members of student and staff representatives. If you are interested in serving on this committee, please contact the School Office. The committee usually meets once in the first semester and once in the second semester. The minutes of the meetings are considered at the Postgraduate Committee and at full meetings of staff in the School and responses are submitted to subsequent meetings of the committee. The minutes, and details of the School responses, are available on Blackboard. Training for student representatives on departmental committees is provided by the Student’s Union Education Unit. Information about the support the Union provides for representatives can be found on the Student Union website at: www.leicesterunion.com/yourunion/ed_the_education_unit.

Societies

New History Lab
The New History Lab is a seminar series at the University of Leicester, run by postgraduates, for students of any discipline who share a love of history. Studying the Arts can often be an isolated experience, so what could be better than coming together on a Friday afternoon for tea, cake, and a trip to the pub. Oh, and there’s the small matter of ground-breaking historical debate and discussion in between.

For the New History Lab website, see: www2.le.ac.uk/departments/history/postgraduate/nhl

Safety and Security

First Aid
For information on who the School’s first aiders are, please contact the School Office.

Fire
In case of fire, sound the alarm, attack the fire with available equipment (only if safe to do so) and evacuate the building – all emergency exits are clearly marked. Please assemble at fire points in accordance to the instructions in each building.

Internal telephone numbers:

- Daytime: University Security Officer, Main Site (0116 232) 2011
- OR School of Education, Staff Supervisor and Porters Room: (0116 252) 2698
- Night Security: 888
- Emergency Services: 9 + 999

Health and Safety
The School’s Health and Safety Officer is Dr Andy Tams (at387@le.ac.uk).
Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).