

## **1. The Graduate School Office**

The Graduate School Office of the University is responsible for research degrees across all campuses of the University, and is located on the Leicester Campus. The Office was established on 1<sup>st</sup> August 1996 to administer research degree students throughout the University, at all sites. It provides a friendly information point for both staff and students on the procedures involved from admission to graduation.

The Office is responsible to the Academic Registrar, and services the Higher Degrees Committee (HDC) which authorises the registration of research degree students and monitors their progress through the Higher Degrees Committee Sub-Committees.

Members of staff of the Graduate School Office can be contacted on the numbers below and are happy to answer any query:

The contact address is:      The Graduate School Office  
De Montfort University  
The Gateway  
Leicester, LE1 9BH

Tel: (0116) 250 6309  
Fax: (0116) 250 6431  
email: [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk)

Requests for forms and documents should be made to the office.

**Flowchart 1 -  
Research Degree  
Procedures**

