



UNIVERSITY OF LEEDS

Research Student Handbook 2013-2014

www.leeds.ac.uk/rsa/handbooks.html

This Handbook should be read in conjunction with the *Code of Practice for Research Degree Candidatures*, and the *Ordinance and Regulations and Programmes of Study for Research Degrees* – these are available at: www.leeds.ac.uk/rsa/policies.html

Important

This Handbook was published in August 2013. Whilst the University tries to ensure information contained is accurate at the time of publication, some of the information may change at a later date.

Disclaimer

Whilst the University endeavours to ensure that the information contained in this brochure is accurate at the date of publication the University does not accept liability for any inaccuracies contained within it. Where circumstances change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, even after students have registered at the University.

Circumstances outside of the University's reasonable control include, industrial action, over or under demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

ACCESS

Should you require information in an alternative format (e.g. Braille, large print, e-text or audio formats) please contact Research Student Administration.

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Tel: 0113 343 5778

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Research Student Handbook

The *Research Student Handbook* is compiled annually by Research Student Administration (RSA).

Research students are strongly advised to read the Handbook, as it gives details of the services and support available at Leeds, and offers advice about action that may be taken if difficulties are encountered during a candidature. Please note that it is your responsibility as a student to seek out your supervisor(s), the Postgraduate Research Tutor, the appropriate Faculty Director of Postgraduate Research Studies or Head of School as appropriate as any problems may arise.

We hope that you will find this Handbook useful throughout your time at the University. We would welcome feedback on the Handbook as it is updated annually. Please send suggestions to: rsa.communications@leeds.ac.uk.

Code of Practice for Research Degree Candidatures

The University has a *Code of Practice for Research Degree Candidatures* which sets out the minimum standards students can expect in connection with the supervision of research degree study at the University of Leeds and provides a framework of shared responsibilities between the University, supervisors and students. All students receive a summary of the Code, with their acceptance letter.

Much of the Research Student Handbook is based on the Code but is in an easier to read format, with cross-references to the Code and other official documents at the relevant points. However it is important that you become familiar with the content of the Code and with other formal documents, particularly those outlined in section 3.2 of this Handbook.

The *Code of Practice for Research Degree Candidatures* and all other key policies and documents relevant to Research degrees can also be found on the Research Student Administration website: www.leeds.ac.uk/rsa/policies.html. The Code of Practice for Research Degree Candidatures can also be found as Annex I of the Research Student Handbook.

Partnership Agreement

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University community. For more information see: <http://partnership.leeds.ac.uk/>

1 Management of Research Degrees

1.1 The Graduate Board

The University's Graduate Board formulates and implements policies and procedures for all research degrees. It also monitors and reviews all arrangements for research degrees and aspects of a candidature. The Board is Chaired by the Dean of Postgraduate Research Studies, and is responsible for implementing policy and regulations via Research Student Administration (RSA), Faculty Graduate School Committees and Postgraduate Research Tutors.

Admission, progress, examination and a decision regarding the award of the degree also fall within the remit of the Graduate Board. Postgraduate research students are represented on the Board and upon Faculty Graduate School Committees.

For further information about the Graduate Board and its Groups, please visit the website: www.leeds.ac.uk/rsa/graduate_board/graduate_board.html

1.2 Research Student Administration (including Postgraduate Scholarships)

Research Student Administration

Location: Student Services Centre, Level 9, Marjorie and Arnold Ziff Building

Normal opening hours: Weekdays 09:00-17:00; If you need to visit RSA in person, you can come to the Student Services Centre counter: weekdays 09:00 - 17:00 apart from Wednesday when the counter is open 10:00 to 17:00.

Telephone direct line: (0113) 343 6534

Email: rp_student@adm.leeds.ac.uk Website: www.leeds.ac.uk/rsa

Research Student Administration is based within the Student Services Centre and issues official letters of admission, manages the registration that follows, and maintains records for every research student in the University. Specially trained staff will deal with most aspects of your career as a research student providing, for example, guidance on progress and monitoring, thesis preparation and submission, examination and graduation.

Research Student Administration has responsibility for providing the Graduate Board with the information which the Board requires both in a routine way and for any special circumstances that may develop. Research Student Administration is pleased to provide information and advice on matters not covered in this Handbook.

Postgraduate Scholarships

Location: Student Services Centre, Level 9, Marjorie and Arnold Ziff Building

Normal opening hours: Weekdays 09:00-17:00; If you need to visit Postgraduate Scholarships in person, you can come to the Student Services Centre counter: weekdays 09:00 - 17:00 apart from Wednesday when the counter is open 10:00 to 17:00.

Telephone direct line: (0113) 343 4007

Email: pg_scholarships@leeds.ac.uk Website: <http://.scholarships.leeds.ac.uk>

Information is provided on funding opportunities for prospective and current students undertaking postgraduate degrees at the University on the RSA website:

For prospective students -

www.leeds.ac.uk/rsa/postgraduate_scholarships/prospective_students/prospective_students.html

For current students -

www.leeds.ac.uk/rsa/postgraduate_scholarships/current_students/current_studies.html

1.3 Faculty Graduate Schools

Each University Faculty has a Faculty Graduate School headed by a Director of Postgraduate Research Studies who will be a senior member of the academic staff. The precise arrangements in each Graduate School may vary to take account of the requirements of the different disciplines, but the Graduate School structure is intended to strengthen research degree arrangements and provide a consistent experience for all students. The Graduate Schools provide opportunities for research students to interact academically and socially through the organisation of conferences, seminars and social events. Interdisciplinary dialogue will also be facilitated.

1.4 Schools/Institutes

As a research student of the University, you will find that most of your administrative transactions (and a varying amount of your academic contacts) are with the staff of the Faculty Graduate School or with the individual 'parent' School for the programme on which you are registered.

All students belong to an academic School/Institute or to one of a number of units which have been set up to provide the help and guidance which schools give to their students when it is needed.

Most School Postgraduate Research Administrators have an unrivalled understanding of how their own School 'works' and how to help its students solve their various problems. Asking their advice first may save you both time and trouble.

For further information on Faculty Management Structures, please refer to the *Code of Practice for Research Degree Candidatures* and *Faculty Protocols* at:

www.leeds.ac.uk/rsa/policies.html

1.5 Postgraduate Research Tutors

On the recommendation of the Head of School, the Faculty Graduate School Committee appoints at least one Postgraduate Research Tutor in each School/Institute subject to the criteria specified by the Graduate Board. The Postgraduate Research Tutor has responsibility, delegated by the Faculty Director of Postgraduate Research Studies and Head of School, for co-ordinating admissions, registration, appointment of supervisors, the transfer process for assessment for full degree registration, recording and monitoring progress and attendance of research students, examination arrangements, pastoral care and liaison with RSA.

1.6 Student representation, feedback and channels of communication

Research students are represented on Faculty Graduate School Committees by Student Representatives recruited by their Faculty/School. These students participate in discussions and meetings to enhance the student experience and are encouraged to consult fellow student representatives. They are also asked to make sure a wide variety of opinions are represented at the Committee meetings. Having Representatives ensures that research students have a platform to raise and discuss issues affecting them, and to influence future University policy for research degree programmes.

Contact details for the Research Student Representatives may be obtained from the relevant Faculty Graduate School Manager/Co-ordinator. Leeds University Union provides additional training and support for these representatives, as well as drop-in sessions every Wednesday and Friday. Research students are also represented on the Graduate Board and other relevant groups of the Board by the Education Officer and/or a PGR student representative appointed by LUU. More information about how it does this and its role in representing research students can be obtained from www.leedsuniversityunion.org.uk or by emailing Lisa Burton (l.burton@leeds.ac.uk)

Other channels of communication also exist for research students to provide feedback on the existing arrangements for research degrees at Leeds. The University regularly surveys students about their experiences and satisfaction with arrangements and facilities for research degrees, and all research students are invited to participate. Leeds University Union also consults with PGR students about their satisfaction levels and they do this through surveys, forums and newsletters. PGR students are able to mandate the Student Executive by submitting ideas that then become policy at the Better Forums, more information about these forums can be found at www.leedsuniversityunion.org.uk/yourideas

LUU also provides the platform for any PGR students to attend University Level Academic Meetings that they are interested in, for more information please contact Lisa Burton (l.burton@leeds.ac.uk)

Finally, LUU works closely with the Postgraduate Society to arrange events and seek opinion on changes within the University. If you would like to be involved in these consultations please contact the Postgraduate society at contact.luup@gmail.com

2 Registration, Fees and Student Records

2.1 Registration of new research students

Registration is the process by which the University confirms that it holds correct information about its students, their programmes of study and the arrangements for the payment of their tuition fees.

Registration is completed online via the University's Portal. The Portal (portal.leeds.ac.uk) is your web-based entry to University student services and information. You can login using your University username and password. Guidance on registration and re-registration via the Portal is provided by your School and on the RSA website:

<http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html>

All students (including staff candidates) are required to register within three weeks of commencing their studies. Your School will let you know when you can complete registration. Students who do not complete registration within the required period may be liable to pay a late registration fee.

Before registering, students are also required to provide evidence that they fulfil the conditions of their acceptance for study as stated in their *Offer Letter*. Original degree certificates (or certified copies of) and evidence that you meet the minimum English language requirements for admission may need to be made available for inspection.

All students must also provide satisfactory evidence of their ability to pay tuition fees and bench fees where appropriate. In order for new students to complete registration, they must also obtain a student ID card. All students will need to show some form of identification prior to receiving their ID card. Further details can be found in the Research Student Registration Guide at:

<http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html>.

With the introduction of new immigration regulations by the UK government in 2009, it has become mandatory for all international students to show their passport and visa (and biometric identity cards if appropriate) at registration. Further information about the new immigration arrangements is provided in section 2.2.1 of this Handbook.

Candidates within the School of Dentistry may also be required to undertake a course of Hepatitis B vaccination prior to commencing study. Antigen and titre levels will be checked and candidates will not be allowed to start their clinical research until these are satisfactory.

2.2 Advice for new international students

2.2.1 Points Based System - Tier 4 General Student Visa

From March 2009, the UK Government began the introduction of a new visa system for students. This means there are now various responsibilities for both students here in the UK on a Tier 4 General Student Visa and universities. The responsibilities of studying on a Tier 4 (General) Student Visa are outlined below:

Tier 4 responsibilities

Tier 4 of the Points-Based System places requires students and education providers to comply with certain responsibilities. These responsibilities apply wherever you study as a Tier 4 student and are not particular to the University of Leeds. Please take care to read this page carefully so you are aware of what you and the University are required to do.

As a Tier 4 student, the Home Office expects you to meet a number of conditions which are listed below.

- Remain registered as a full-time student and attend all of your supervision meetings, seminars, research training and other research events. If you are not able to attend then you should inform your department as you must not have any unauthorised absences.
- Register with the police if it states on your visa that you are required to do so. You must also make sure that your police certificate is kept up-to-date with your current address and immigration permission.
- Leave the UK if you stop studying (for example if you interrupt your studies or will not be attending during the year). You should always seek advice from the International Student Office if your registration status is about to change.
- Not breach the conditions of your visa. This includes ensuring that you do not work more hours than you should. For further information about working in the UK whilst on a Tier 4 student visa, visit our working during study page.
- Inform the university if you change immigration status and no longer have Tier 4 immigration permission. You can do this by bringing your new visa into the Student Services Centre.
- Inform the university every time you obtain a new Tier 4 (General) Student visa by bringing your Biometric Residence Permit and your passport into the Student Services Centre
- Ensure the university holds up to date contact details for you.

Inform the university if your application to the Home Office is refused. You should seek advice from the International Student Office if this happens

- If you change to a shorter programme, you must inform the UK Border Agency by e-mailing them at migrantreporting@ukba.gov.uk
- You can do simple things to protect your immigration status in the UK. Read the UKCISA information sheet '[Protecting your Tier 4 immigration status](#)' for more details.

For more information about your rights and your responsibilities while you are in the UK visit the Home Office [website](#).

As a Tier 4 Sponsor, the Home Office requires the University of Leeds to do the following:

- Ensure that we have up-to-date contact details for all Tier 4 students
- Ensure we have a copy of all students' current Tier 4 visa
- Inform the Home Office of any students who fail to register for their programme of study
- Inform the Home Office of any students who interrupt or withdraw from their programme of study and confirm the date that they intend to leave the UK.
- Monitor the attendance of Tier 4 students and report to the Home Office any students who fail to meet the UK Border Agency's requirements.
- Inform the Home Office about any significant changes to a student's circumstances or programme of studies (e.g. if a student completes the programme early).

Candidates should see:

http://www.internationalstudentsupport.leeds.ac.uk/immigration/tier_4_responsibilities/ for further details.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>

<http://www.ukcisa.org.uk/>

Please note the information on this website may be subject to change due to changing requirements of the Home Office.

As an International student it is your responsibility to ensure that you have valid immigration permission at all times during your study at the University of Leeds, whilst you are in the UK. If you allow your immigration status to lapse at any time during your registration the University will suspend your study or withdraw you from your programme of research. You must keep the University informed of any changes to your immigration status throughout your candidature. If you need specific advice on your visa please contact the International Office on Tel: +44 (0)113 343 3930 or email: internationalstudents@leeds.ac.uk
<http://www.internationalstudentsupport.leeds.ac.uk/immigration/>

2.2.2 English language qualifications

If you come from a country where the first language is not English, you will need to provide evidence of your English language ability in the form of a recognised English language qualification **before registration**.

The minimum English language requirements for admission to a research degree at the University of Leeds are IELTS band score 6.0 (with not less than 5.5 in any component); or internet-based (iBT) TOEFL 87 (with not less than 20 in Listening, 21 in Writing, 20 in Reading, and 22 in Speaking) or equivalent deemed appropriate by the University of Leeds.

However, some Schools may require English language qualifications above the stipulated minimum.

Please note that a higher level (6.5) in IELTS (with no component below 6.0) or equivalent is required for candidates wishing to study under a split-site candidature.

Your score must be no more than two years old by your official start date at the University of Leeds.

2.2.3 University English Language Test

The University requires all students whose first language is not English to take the University English Language Test within one month of registering for a research degree. The purpose of this test is to identify students who, although they may have met the English language requirement, may benefit from further help with English language. Following the test you may be required to attend some additional classes which are free of charge. Failure to attend prescribed classes could adversely impact upon your candidature.

- (i) Any student scoring below 60% is required to take any English language classes recommended by the Language Centre.
- (ii) Any student scoring between 30% and 45% will, in addition to (i) above, be required to re-take the University's English Language Test prior to transfer. In addition the School will provide a report on the student's English Language ability at the point at which he/she is due to transfer to a specific degree category.

Where a student scores below 30%, their case is considered and appropriate action taken in each individual case to ensure that the student is not disadvantaged by their level of English. In all cases the Transfer Assessment Panel (see section 5.5 Transfer Assessment) will consider the student's language and communication skills. The Panel will consider whether writing a thesis in English at a standard suitable for submission for a research degree is a realistic prospect and whether any additional support is necessary to enable the student to achieve the appropriate standard.

2.3 Registration of continuing research students

All continuing research students (including staff candidates) are required to register on an annual basis within three weeks of the anniversary of their starting date while they remain candidates for a degree. Students who do not complete registration within the required period may be liable to pay a late registration fee. If registration is not completed within

one month then access to University facilities may be withdrawn. Students who fail to register over a specific time period may be withdrawn from the University and, if here on a Tier 4 General Student Visa, will be reported to the Home Office as not having registered.

Parent Schools will notify students when on-line registration is available to them. Instructions will be available in the School and on the Research Student Administration website:

<http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html>

If academic fees or accommodation charges from the previous year are still due, then students will be unable to register for the new year until the debts have been settled.

Permission to re-register may also be withheld in cases where a student has failed to make satisfactory progress or to achieve a satisfactory academic standard of work for the degree programme.

2.4 Registration on more than one programme

Research students will not normally be permitted to register concurrently on another programme of study at this or another Higher Education Institution.

2.5 Registration categories

All doctoral students are initially registered as either provisional doctoral students or as postgraduate research students.

All doctoral students are required to undertake a transfer assessment, within the relevant time scale, for transfer to full degree registration. The assessment at the transfer stage is intended to identify whether the individual student and the research project have the potential for research at a doctoral level and also to ensure that the student has made satisfactory progress with the agreed training plan. For further advice about the transfer assessment process please see section 5.5.

There are several registration categories:

(a) the provisional categories of:

- Postgraduate Research
- Provisional PhD
- Provisional EdD
- Provisional DClinPsychol
- Provisional MD

- Provisional DPaedDent
- Provisional DClinDent¹

¹ No further intake to this programme. The final intake was in 2011-12.

(b) the degree categories of:

MPhil

PhD

Integrated degree of PhD and Master¹

EdD¹

DClinPsychol¹

DPaedDent

DBM¹ (Entry to this programme suspended for 2013-14)

DClinDent²

DHSC²

MD

Masterships by Research (MA, MEd, MSc, MSc(Eng))

2.6 Payment of academic fees

Academic fees for research students for session 2013-2014 are provided at www.leeds.ac.uk/rsa/admreg/forcurrentstudents/tuition_fees.html

The payment of fees is a necessary stage in the registration process. Self-supporting students are required to pay academic fees at registration, although they may apply to Student Financial Administration to pay academic fees by instalments.

Slightly different arrangements exist for holders of awards from the UK Research Councils, overseas funding bodies and other government or industrial sponsors. Students must provide sufficient evidence of sponsorship (e.g. the formal award letter) at registration or they will not be permitted to register.

The University will invoice the sponsor directly for the annual academic fees and sponsors are required to pay the annual academic fees in full at the beginning of the programme of study, upon receipt of the invoice. Instalment arrangements are **not available**.

For further information about the payment of academic fees, contact Student Financial Administration: www.leeds.ac.uk/studentsservicescentre/financial_admin/.

All students should make themselves aware of the University's *General Academic Regulations* regarding the payment of fees. The University's *General Academic Regulations* are available on the Research Student Administration website at:

www.leeds.ac.uk/rsa/policies.html#formal

For your safety and to ensure compliance by the University with banking and financial legal requirements, you should not pay your fees using cash.

Members of staff undertaking a research degree should refer to the document *Arrangements for part-time research degree study at Leeds by members of Leeds*

¹ These degrees are offered by a combination of taught courses and supervised research.

² No further intake to this programme.

University staff : www.leeds.ac.uk/rsa/policies.html#staffphd for further advice regarding fees.

2.6.1 Overtime fee

The Overtime period fee of £180 for session 2013-14, which is non-refundable, is a special concession that allows all doctoral candidates (i.e. excluding Mastership by Research and miscellaneous study) to register on a reduced fee after the standard period of study but within the maximum period of study. During this time, the candidate should be completing the writing of the thesis and not undertaking further research. Schools should therefore ensure that candidates involved in further research register as full-time or part-time students and they will be required to pay fees accordingly.

If students submit within one month of the end of the standard period of study or start of the overtime period then they will not be required to pay the overtime fee.

2.7 Your Student Identification Card

All students are required to obtain a Student ID Card as part of the registration process. Failure to do this may result in being withdrawn permanently from the University. It is recognised that there will be some exceptions where it is not practical to obtain a student ID card, for example students under split site arrangements who are not on campus and where a student is a member of staff and has a University of Leeds staff ID card.

A visual identification check will be carried out before your student identification card is issued. Full instructions can be found in the Research Student Registration Instructions. A digital photograph will be taken of you and then printed on your student identification card. You will be required to sign the signature strip on the back of the card before use¹.

Your student identification card will be valid for the life of the programme of study and you will therefore only be issued with a student card upon completion of registration for your first year of study as a research student. **You will, however, still be required to complete registration on an annual basis on the anniversary of your start date while you remain a candidate for the degree (see section 2.3).**

The Student Card is a valuable document and has several important functions. It identifies you as a registered student of the University of Leeds. Research students should note that the barcode on the back identifies the user as a registered user of the University Library. Please look after your Student Card carefully and carry it with you at all times. You will be required to show it if you collect maintenance cheques, and when you visit Research Student Administration. You may also be asked to show it when you are using various other University facilities.

¹ Students who for religious reasons have concerns about a photograph being taken, for example if they normally have their face covered in public, will be treated sympathetically with options for how the ID check and photograph are carried out. However, these students will still be required to have a Student ID card and visual ID check. A member of staff of the same sex will be provided to take the photograph in a private area out of view of other people.

If you lose your Student Card, or if you have reason to think that it might have been stolen, you must report the loss and its circumstances to the Student Services Centre Counter Level 9, in the Marjorie and Arnold Ziff Building. When you report the loss, you should bring with you some form of identification. You are then required to pay a fee (currently £10) for the issue of a replacement card.

If, after a replacement card has been issued, your original card is found, you are required to return the original card to the Student Services Centre.

Your student card remains the property of the University at all times. If you lose it you are responsible for any misuse that may take place.

If you suspend or extend your studies then you will be able to obtain an updated student ID card with a new completion date at the Student Services Counter free of charge (provided you hand in your old card).

If any student is found to be involved in the fraudulent use of the student card then the student will be subject to action under the *General University Disciplinary Regulations* <http://www.leeds.ac.uk/rsa/policies.html>.

2.8 Your student record

Details about all Leeds research students are held on a computer record which is used in the management of specific aspects of a research degree candidature (including admission, registration, examination, award etc) and for statistical monitoring by the University.

Each year the University provides information to the UK Higher Education Statistics Agency (HESA) relating to its academic staff and students. This is a national record providing statistics to the Higher Education Funding Councils and the Department of Education for Northern Ireland and to the Higher Education Institutions themselves. Should you require further details of the information provided by the University please consult the HESA website at: www.hesa.ac.uk/collection-notice.

Information about the *University Code of Practice on Data Protection* (which accords with the Data Protection Act), including *Guidelines for the Retention of Personal Data* and a *Request Form for Access to Personal Data* are published on the University's website at: www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html.

2.8.1 Change of name

Please remember that the name shown on your award certificate will be the name held on your student record. You must register using your legal name (i.e. the name shown in your passport or other legal documentation). If you wish to change your name from that used when you first registered with the University you must bring supporting evidence that the new name is valid to the Student Services Centre Counter. Such evidence includes a birth or marriage certificate, deed poll, etc. International students must bring their passports. The *Change of Name Form for Research Degree Students* is available on the Forms section of the RSA website at: www.leeds.ac.uk/rsa/forms/forms_admissions.html

Please note it is not possible to change the name after an award certificate has been issued.

2.8.2 Change of address

Any change in your home or term-time addresses must be notified by logging onto Student Services via the Portal at: portal.leeds.ac.uk.

International students registered with the Immigration and Nationality Directorate are required to keep that office informed of any changes to their term-time address. You should also keep the Home Office informed of any change of address.

2.8.3 Registration certificates and Confirmation of Acceptance for Studies

In most cases the University can produce an official certificate confirming that you are a bona fide student at the University of Leeds. This includes, but not limited to, a Council Tax Statement to enable you to apply for a reduction in council tax, opening a bank account, obtaining a visa for travel purposes, or for the purposes of your sponsor or grant awarding authority. You can request a statement from the Student Services Centre counter in person or by completing the request form - <http://www.leeds.ac.uk/studentsservicescentre/counterservices/regcert.htm>. In some circumstances depending upon the nature of the request the production of the certificate may be referred back to Research Student Administration for production (for example if you have submitted for examination or we need to confirm scholarship information with your School) - in which case students should allow up to 5 working days from the date of making a request.

The certificate can be posted to you or you can collect it from the Student Services Centre (you must produce your Student ID Card to collect your certificate).

International Students who wish to apply for a Student Visa under the UK's Points Based System (Tier 4) should download and complete the [Confirmation of Acceptance for Study \(CAS\) Form](#) to request a CAS from the University of Leeds. Please note that a standard letter will not be sufficient for Tier 4 purposes. The request for a CAS, once completed, should be handed to the International Student Office along with financial evidence. Once the International Student Office are satisfied that you have sufficient funds they will notify RSA and request your CAS be issued.

If you are applying for a CAS, this will be e-mailed to your University Student e-mail account. Again please allow up to 10 working days from the date of making the request for a CAS. Please also bear in mind that you need to think about your immigration application at least 2 months before your visa expires in order that you have enough time to prepare everything properly. Please see <http://www.internationalstudentsupport.leeds.ac.uk/immigration/>¹.

¹ For information on the Doctorate Extension Scheme (DES) CAS requests please see section 7.13.

Please note that the University reserves the right to withdraw a CAS or to refuse to issue a CAS, where serious concerns have been identified or where UKBA requirements will not permit a CAS to be issued/application under Tier 4 to be successful.

2.8.4 Council tax

If you are eligible for exemption, you may need a Council Tax Statement from the University to make a claim. If you live at a Leeds address then a list is regularly sent to Leeds City Council by the University listing research students who are registered on a full time programme of study (either in standard period of study or writing up period so we may not issue a statement to you for the purpose of notifying Leeds City Council). The Council Tax is a tax payable on dwellings. University-owned accommodation occupied wholly by students is exempt from Council Tax. Private dwellings occupied wholly by full time students are also exempt from Council Tax. If you share a home (either University-owned or privately owned) with non-students, a proportion of the Council Tax may be payable. Adult dependants who are not in full-time education will be liable for Council Tax but may in certain cases be able to claim Council Tax Benefit. In these cases students should investigate the position thoroughly as it could affect their financial position.

* Please note if you are a split site student, a council tax statement cannot be produced immediately as Research Student Administration will need to confirm the dates that you are studying in the UK with your School in which case you can submit the request using the request form at:

<http://www.leeds.ac.uk/studentsservicescentre/counterservices/regcert.htm>.

Council tax exemptions for international students

International students on full-time courses of more than 24 weeks will be exempt for Council Tax purposes. The spouse of a full-time international student can also be exempt for Council Tax purposes if he/she:

- is not a European Economic Area national;
- has limited Leave to Remain in the United Kingdom (i.e. is not permanently settled here);
- is restricted or prohibited from working by the immigration conditions OR is not allowed to claim Public Funds (Income Support, Housing Benefit, Council Tax Benefit, Family Credit, Housing as a Homeless Person).

If your spouse is not covered by the situations described above then they will receive a bill for 75% of the Council Tax. This regulation does not apply to spouses settled permanently in the United Kingdom.

Students in their overtime period should be eligible for Council Tax exemption provided they are registered on a full-time programme of study. Further advice is available from the Students Union.

Research students who have submitted their thesis are classed as "registered whilst awaiting examination" for up to 6 months whilst awaiting oral examination (see section 7.6.1) and are provided with a student ID card solely for the purpose of using the library

and computing facilities whilst preparing for their viva. Such students are not classed as either full/part-time or overtime students during this period and will not therefore qualify for Council Tax exemption during this period.

Further advice can be sought from the Student Advice Centre in the University Union www.leedsuniversityunion.org.uk.

2.9 Postgraduate Development Record System

The Postgraduate Development Record (PDR) system is an important tool in managing the candidature of any research student at the University. Supervisors and students have been expected to make use of this University-wide system from 2011-12. It is compulsory to use the PDR system.

The web-based system is accessible by all postgraduate students, and all academic staff involved in the career of a research student (supervisor(s), Postgraduate Research Tutors, advisors, external supervisors, research groups, members of transfer assessment panels).

The PDR system replaces paper-based processes. It can be accessed securely at all times, and used remotely by research students or supervisors off campus. It can be easily maintained, updated and searched by its users, allowing for efficient and responsive record keeping. The system indicates to research students and their supervisors, or supervisory team, when milestone activities, such as formal progress reports, are due. It will also make it easier for joint supervisors to see and share information about their supervisees.

The PDR assists research students in managing their training plans, uploading files and reports, tracking milestones, requesting and recording supervisory meetings, recording training, managing the transfer process, viewing feedback (including formal progress reports) and also maintaining a personal webpage.

Documents detailing supervisory meetings for all research students must be uploaded onto the PDR system. Students must ensure that they are meeting the University's requirements for attendance. Full-time students are required to have a minimum of 10 formal supervisory meetings a year, part-time students 5 meetings a year. Attendance on your programme of study, and the recording of this attendance, is a requirement of the University. Failure to attend your programme of study, or to document your supervisory meetings properly, could result in the withdrawal of your candidature. For further details on the importance of attendance during your research study, and the record of these meetings, please see the Attendance Monitoring Guide at <http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/attendance.html>.

For International students studying in the UK on a Tier 4 (General) student visa attendance on your programme of study is a requirement of the Home Office. Failure to attend your programme of study, or to document your supervisory meetings properly, could lead the University to withdraw your candidature. The University would be required to send a

report to the Home Office informing them of your lack of attendance and withdrawal. The report would lead to your leave to remain in the UK being curtailed. For more details relating to attendance in relation to Home Office regulations please see:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>.

The PDR system has been designed to be intuitive to use, without the need for training. However, support and guidance, are available at www.leeds.ac.uk/rsa/progress/forstudents/pdrs.html. The PDR system can be accessed via: <https://www.pdr.leeds.ac.uk/>

2.10 Communication from the University

Students are expected to regularly check their ISS email account for communications from the University. This will include notification of any approved suspensions or extensions of study and confirmation of transfer to a specific research degree category. Notifications during the thesis examination process will also be sent to your University email account.

Please note if you are suspended from your programme of study you will still be able to access your e-mail account.

Students can set up their student account to forward e-mails to a personal account - this can be done by following the instructions on <http://helpdesk.leeds.ac.uk/>

3 Starting your Research Degree

3.1 Induction

The arrangements for induction vary between faculties/schools/institutes and also according to the requirements of the individual research project. You are therefore advised to check with your parent school for further information and advice about induction (see www.leeds.ac.uk/rsa/home/faculty.html for links to Faculties/School resources for PGR students). The induction includes a workshop such as *Starting your PhD*, where you will have an opportunity to meet other new research students, find out more about PGR studies at Leeds and prepare for the early stages of your research project¹.

3.2 Key information sources for new research students

As a new research student at Leeds, there is a wide range of information available to help you become familiar with your work environment and to start your research degree programme. Some useful documents and services for new research students are listed below. A more comprehensive list about relevant policies, procedures and guides can be found in section 9 of this Handbook and on the RSA website:

www.leeds.ac.uk/rsa/policies.html.

Research Student Administration website

The RSA website publishes all policy and regulations relating to research degrees, along with guidance and support to help you throughout your candidature, see:

www.leeds.ac.uk/rsa

Registration Pack

The Registration "Pack" is a special section of the RSA website, that provides all key information and guidance for new and re-registering students, see:

http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/registration_pack.html

The Research Student Handbook

This handbook is produced by RSA and provides information on the administrative and academic arrangements for all research degree programmes at Leeds, and directs you to the University's policies, regulations and codes of practice that are relevant to research students. Please note that it is your responsibility as a student to seek out your supervisor(s), the Postgraduate Research Tutor, the Faculty Director for Postgraduate Research Studies or Head of School as appropriate as any problems may arise. As well as

¹ Please note that the induction programme run at the University will be amended from January 2014.

the Research Student Handbook there is a corresponding Guide for Research Degree Supervisors, see: <http://www.leeds.ac.uk/rsa/handbooks.html>.

University's Code of Practice for Research Degree Candidatures

The Code of Practice is a key document that sets out a framework of shared responsibilities between the University, supervisors and candidates. It is available from the Policies section of the RSA website: www.leeds.ac.uk/rsa/policies.html. A summary of the Code of Practice will also have been sent to you with your offer letter, reflecting the importance of this document.

Faculty Protocols

Each of the Faculties also has a "*Faculty Protocol for Implementation of the Code of Practice for Research Degree Candidatures*". This is an expanded version of the University's *Code of Practice for Research Degree Candidatures*, containing more detailed information about local procedures. In addition, those Faculties offering practice-led research programmes (Faculties of Arts and PVAC) also have a protocol for practice-led research degree candidatures. *Faculty Protocols* are available on School and Faculty postgraduate websites, or you can download them from the RSA website: www.leeds.ac.uk/rsa/graduate_board/protocols.html.

Ordinances and Regulations for Research Degrees

This document contains the formal regulations and requirements for all of the University's research degrees. For instance, it provides details of the general University regulations regarding entry requirements, assessment of progress, time limits for examination and the criteria that must be met before research degrees can be awarded. The *Ordinance and Regulations for Research Degrees* is available on the RSA website: www.leeds.ac.uk/rsa/policies.html.

Programmes of Study/Learning Outcomes for Research Degrees

To qualify for the award, each candidate must meet the required learning outcomes for their registered programme of study (e.g. PhD, DClinDent, DPaedDent, DClinPsychol etc). Details of the Programmes of Study, Learning Outcomes, Transferable (Key) Skills, Learning Context and Assessment information for all research degree programmes offered at Leeds are published in the *Ordinance and Regulations and Programmes of Study for Research Degrees 2013-2014* and are available to download individually on the RSA website: www.leeds.ac.uk/rsa/graduate_board/pos.html. There may also be more detailed information in your local School PGR Handbook.

Researcher Training and Development website

A number of providers at the University work closely together in offering training and development opportunities for research students. Full details of all opportunities across the University can be found on the University's Researcher Training and Development website: www.leeds.ac.uk/rtd. There is also more information about training and development for research students in section 4 of this Handbook.

International Student Handbook

The International Student Handbook is a step-by-step arrival guide which is distributed to all new international students and is intended to help international students in their first few weeks and beyond. You can collect one from the International Student Office at your convenience or download it from:

www.internationalstudentsupport.leeds.ac.uk/assets/docs/uploads/International_Student_Handbook_2013-14.pdf.

Please note that the International Student Office is the only place on campus allowed, by law, to provide students with advice on UK immigration law. If, at a later stage in your candidature, you need to extend your visa as a student, or are thinking of suspending, extending or withdrawing from your studies (and you are in the UK with permission as a student) you should visit the International Student Office for immigration advice in advance.

Material from your Faculty/School/Institute

You should also receive material from your Faculty/School/Institute about the particular arrangements for undertaking research within that Faculty/School/Institute for example this may be a School PGR Handbook. This may include, for example, information on the specific facilities that are available to you, health and safety advice relevant to your research, as well as opportunities for participating in conferences or in social and extra-mural activities. Links to Faculty/School information are available on the RSA website at: www.leeds.ac.uk/rsa/home/faculty.html.

The Portal

The Portal - portal.leeds.ac.uk - is your web-based entry to University student services and information. You can login using your University username and password to get access to all the information and links you need - from the University's Virtual Learning Environment (VLE) to academic and social groups and much more. Registration and re-registration is accessed via the Portal (see section 2.1 for further details on registration).

Student Services Centre Counter Service

Many of your day to day administrative enquiries will be handled by your Faculty or School Postgraduate Research Administrator. However you may also need to visit the Student Services Centre which is located in the Marjorie and Arnold Ziff Building, for example to pay fees, deal with queries about accommodation, and in the later stages of your studies to hand in your thesis.

Further information can be found on the Student Services Centre website:

www.leeds.ac.uk/studentservicescentre

3.3 Supervision models

The University has two main models of supervision. Some students have a single supervisor (together with a Mentor/Advisor) although most students have a supervisory team which may comprise either a) one main supervisor together with a Research Support Group or b) one main supervisor with a co-supervisor(s). It is not necessarily the case that the main supervisor will be the most senior or experienced member of the team. Each supervisory team must satisfy the University's criteria regarding *Eligibility for Research Degree Supervision*: www.leeds.ac.uk/rsa/policies.html.

Students will be able to access details of their supervisory team through the PDR. When necessary the PDR will be updated to reflect any change to the supervisory team.

In addition to their supervisor(s), students are reminded that there are further levels of support within the Faculty/School available to them. This includes the Postgraduate Research Tutor, Faculty Director of Research Studies and Head of School. Each Faculty/School has a procedure whereby the student is offered the opportunity to meet, at least annually, in the absence of the supervisor(s), with the Postgraduate Research Tutor or Head of School or another senior member of academic staff. The purpose of the meeting is to review progress, discuss this with the student and to enable the student to comment upon the nature of the supervision received and to draw attention to any matters of concern. Where the Postgraduate Research Tutor/Head of School is the supervisor a nominee should be appointed.

In addition, the names and contact details of the Postgraduate Research Tutor, Faculty Director of Postgraduate Research Studies and Head of School will be available to students throughout their programme of study.

3.3.1 Change of Supervisor(s)

A student's supervisory team is set up with the intention they will remain the same for the duration of the candidature. In some cases, however, the supervisory team appointed for a particular candidate may need to change during the period of study.

Routine circumstances when alternative arrangements should be put in place include:

- The main supervisor has research leave and is unable to continue supervision during this period.
- The supervisor leaves the University.
- The supervisor is on long term sick leave.

Faculty/Schools are advised that if a supervisor is unable to supervise a student due to absence for a period of two months or longer and will not continue with supervisory meetings during this period then arrangements must be put in place at the earliest opportunity by the Faculty/School to ensure that the 10 supervisory meetings required during the year take place as planned and the continuity of supervision is maintained. This is to cause minimum disruption to the student's candidature.

Responsibility for recommending the appointment of suitable supervisors to the Graduate Board rests with the Dean of Faculty, Faculty Director of Postgraduate Research Studies or

Head of School. In practice responsibility for overseeing supervisory arrangements is normally delegated to the Postgraduate Research Tutor. Changes to a student's supervisory team must be approved by the Graduate Board.

If the supervisor is due to take up an appointment at another institution the Faculty/School will normally convene a meeting to confirm future supervisory arrangements. Students should be informed by the Faculty/School of any such changes to their supervisor(s) at the earliest opportunity. Any changes made to the supervisory team will also be available to the student to view via the PDR.

For further information about supervisory support please refer to section 4 and 5 of the University's *Code of Practice for Research Degree Candidatures* (www.leeds.ac.uk/rsa/policies.html).

3.4 Selection of subject/research project

You should seek the advice of your school and your supervisor(s) about the selection of your research. The research must not be so large that it cannot be mastered within the normal period of study for the degree and should not be so limited that it gives you insufficient scope for the necessary originality and aptitude for research which you will be required to demonstrate during your period of study. You should discuss your research in detail with your supervisor(s) to clarify such matters as the experimental design, methodology, research ethics and the resources needed as well as undertaking a training needs analysis.

When undertaking your research, you should guard against the danger of becoming so engrossed in the detail of one aspect of your research that you neglect the wider aspects of the topic and the discipline as a whole, so losing a sense of proportion. If, as your work proceeds, you contemplate a change in its scope or emphasis, you should seek the opinion of your supervisor(s) at an early stage.

3.5 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, personal data or human tissue 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.

Broadly defined, research includes all investigation undertaken in order to acquire knowledge and understanding. This would include:

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- work of educational value undertaken to improve the understanding of the research process;
- scholarship such as contributions to research databases, catalogues and dictionaries;
- the generation of designs, concepts, artefacts and performances that lead to new intellectual understanding;
- the experimental use of existing knowledge to develop new materials, products and processes.

This definition of research would not normally include:

- routine audit and evaluation, such as the routine evaluation of teaching;
- the development of teaching materials that do not involve original research;
- routine testing and analysis of materials and processes.

However, 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 that ethical approval has been sought and received 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>

Ethical review process at the University of Leeds

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.

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>.

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 (unless you are based in the Faculty of Medicine and Health).

Students based in the Faculty of Medicine and Health should email their applications to FMHUniEthics@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.

Ethical review through other frameworks

Research involving animals is reviewed through a discrete University framework. Further information can be obtained by contacting the University's Home Office Liaison Officer at h.o.admin@leeds.ac.uk.

The University's framework of ethical review has been designed to complement that provided by the NHS and, in the case of research involving genetically modified organisms, the DEFRA. Research reviewed through these frameworks will not require internal review, although proof of NHS or DEFRA review must be provided.

Research reviewed by the NHS includes:

- research involving NHS patients, personal data or tissue;
- research involving NHS premises and carers of NHS patients;
- research involving adults lacking the capacity to consent;
- research classified as a Clinical Trial;
- research involving human tissue.

Research reviewed by the DEFRA includes projects involving the release of genetically modified organisms into the environment.

3.6 Safeguarding data and data protection

Research data, including personal data relating to research participants such as their contact details, should be stored on a University of Leeds server such as your M: drive where it is secure and backed up regularly. It is not good practice to store research data on personal computers.

Consideration should be given to the length of time your research data is stored. It would be reasonable to retain data for at least two years after publication or three years after the end of data collection, whichever is the longer.

Effective research data management ensures data is available for reuse - potentially by the original researchers or their students, or, where appropriate, by other researchers inside and outside the institution. Information on good management practice is available at <http://library.leeds.ac.uk/research-data>

It is important that students are aware of and comply with the University's Policy on Safeguarding Data and Research Data Policy. Data storage and safeguarding issues should be discussed with your supervisor and recorded in your Training Plan.

Advice and guidance on how to identify issues around protecting research data used and produced is available within the policy, located at iss.leeds.ac.uk/info/362/policies/782/policy_on_safeguarding_data or from your faculty IT representative.

All students working with personal data should be aware of and comply with the University's Code of Practice on Data Protection available at: www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html.

Further guidance on data management is available at <http://ris.leeds.ac.uk/ResearchDataManagement>.

Details of training and development workshops relating to data security are available from the ethics section of the Staff and Departmental Development Unit website: <http://www.sddu.leeds.ac.uk/sddu-research-ethics-courses.html>.

3.7 Guidance and help from your supervisor

Your research and the content of your thesis have to be your own work for which you carry full responsibility. Your supervisor(s) will be pleased to offer guidance and advice but there is a limit to the amount of help that you should expect to receive, especially after the first year for the degrees of MPhil and PhD. It is recommended that if you are not in daily contact with your supervisor you should arrange a system of regular meetings which should be as frequent as necessary to ensure that your work is not hindered for lack of regular advice. The *Code of Practice for Research Degree Candidatures*

(www.leeds.ac.uk/rsa/policies.html) stipulates that full-time students have the minimum of 10 supervision meetings a year (5 a year for part-time students)¹.

Supervisors are responsible, in partnership with the student, for ensuring that there are written records of formal supervisory meetings and these are to be kept in the Postgraduate Development Record system (see section 2.9) where they are accessible to the student and relevant academic and administrative staff. Recording of the supervisory meetings are a key element of ensuring that your attendance on your programme of study is monitored.

There should also be separate regular reports by the supervisor on the student's progress (see section 6.1). Supervisors are also responsible for reviewing training needs and agreeing a training plan with the student (see section 5.2). Both these activities are to be recorded, and kept, in the Postgraduate Development Record (see section 2.9).

3.8 Proof Reading Policy

The policy is intended for the guidance of students and academic staff and relates to the proof-reading of any text to be submitted as part of the academic course work, including dissertations and theses for any University of Leeds qualification, including research degrees.

From session 2013/14 the policy will apply to all students undertaking assessment for a taught module (which may form part of an integrated degree of PhD and Master or professional doctorate programme or on a "stand alone" basis).

From session 2014/15 the policy will be extended to include the research component of a research degree programme (i.e. the transfer report, final thesis).

The full policy is available at: <http://www.leeds.ac.uk/agst/documents/policy/Proof-Reading.pdf>.

3.9 Academic integrity and plagiarism

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>

The information below is provided for all research degree candidates:

¹ Full-time candidates in their overtime period will continue to be entitled to 10 supervision meetings a year (and part-time candidates a minimum of 5 a year) to ensure that the research is on course for submission before the maximum time limit is reached.

3.9.1 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 student's 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.

3.9.2 Statement of academic integrity

A *Statement of Academic Integrity, Safeguarding Data and Ethical Requirements* must be submitted with the student transfer report/document - this is done online using the Postgraduate Development Record system when you upload your transfer report (see section 5.5).

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. See section 7.5 for further advice.

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;
- (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.

3.9.3 Additional advice and resources available

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.

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. 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.

¹ Candidates may download and complete this form and bring it with them at the time of thesis submission.

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-session courses:

http://www.leeds.ac.uk/arts/info/125008/english_language/1768/courses/5

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).

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

3.10 Intellectual Property Rights

The University treats students and staff equally in relation to Intellectual Property Rights. Intellectual property includes copyright, patents, trademarks and data protection. The University *Policy on Intellectual Property Rights* is set out at:

www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf

3.11 Copyright

The University aims to make as many successful doctorate theses available as possible. Following award of the degree, electronic versions of the thesis can be accessed on White Rose Etheses Online (WREO) and the British Library's EThOS service. Doctoral candidates whose research began in or after September 2009 must submit their successful thesis in both hard bound and electronic form. See section 7.9 for further advice on the eThesis system.

This may affect how you structure your thesis. Before you begin, consider that your thesis must be in a format and with contents suitable for electronic publication. You will, for example, need to pay special attention to any third party copyright material you wish to include. Research students should ensure that they are familiar with the rules and regulations in the use of copyright material and are aware of the limits on what can be photo-copied, scanned etc. Anything which is printed, written, made, designed or recorded in any form is subject to copyright, whether or not the © symbol is used. From the outset keep records of sources, authors etc of all copyright material you may wish to incorporate in the thesis. If you find such material on the internet ensure you establish and take a record of, from the website on which it is published, the extent to which the copyright owners are prepared to allow copying and reuse of the material.

You should also consult early with your supervisor(s) to determine the extent to which your thesis may contain commercially exploitable inventions/innovations/matter suitable for publication in refereed journals or as a monograph. The advent of digital publication is affecting the approach taken by publishers. Seek the advice of your supervisor(s) - or the intended publisher of your monograph or paper - so you know whether to ask the

University to embargo your eThesis from publication. You can restrict access to your final thesis in the Library (both in print and eThesis) for one, two, three, five or twenty years (in the case of patent pending) if needed, either for commercial reasons or while you negotiate publication in peer-reviewed journals or a monograph.

Further advice on copyright is available from the University Library website: library.leeds.ac.uk/info/200174/copyright_and_licences/ and on the RSA website www.leeds.ac.uk/rsa/thesis/students/ethesis/copyright.html

3.12 Fieldwork

Fieldwork is any activity carried out by staff and students for the purpose of their teaching or research as a member of the University of Leeds representing the institution off-site. Activities traditionally associated with the term fieldwork include archaeological digs, environmental and biological collection work / surveys, and social surveys and interviews. Fieldwork also includes short organised trips for taught students to public sites, for example, the British Library, York Minster, Malham Cove etc. Fieldwork does not include Student Placements or Study Abroad (see relevant protocol). For students, fieldwork also includes meetings and conferences off campus in the UK and abroad.

All students must ensure that they work with their supervisor(s) and the Faculty Health and Safety Manager to ensure that the correct assessments/ approvals are sought prior to going on fieldwork.

For further information on Fieldwork assessment and risk management, please see the Health and Safety Services website at the following address: <http://www.leeds.ac.uk/safety/fieldwork/index.htm>.

4 Researcher Training and Development

4.1 Introduction

The training and development of postgraduate researchers is a key aspect of the University's strategic aim to deliver a world class postgraduate researcher experience. The University offers an outstanding range of personal and professional development opportunities for researchers to support you through your research degree and in your chosen career.

The overall aim of personal and professional development activity is to enable researchers to develop their research performance, employability, professionalism and engagement with society. The view of the Vice-Chancellor's Senior Management Team is that in the current global economic climate of uncertainty, and societal challenges stemming from an ageing population, environmental change, and an increasingly internationally mobile workforce, there has never been a greater need for original, creative and innovative research. The modern research degree combines the bedrock of research skills and knowledge with the opportunity to develop a much wider range of attributes, so as to prepare researchers for employment and help them realise their ambitions, whatever their chosen career path.

Your supervisor is responsible for conducting a training needs analysis with you and agreeing an initial training plan within one month of commencement of study (see section 5.2). This should be reviewed at least annually.

4.2 Personal and professional development opportunities

A number of providers at the University work closely together in offering training and development opportunities. Full details of all opportunities across the University can be found on the University's Researcher Training and Development website: www.leeds.ac.uk/rtd.

4.3 Personal Development Planning

All students are encouraged to record and reflect on training and development activity. During Induction you will be given further information in respect of the tools available to support you in developing a Training Plan and Personal Development Plan. A record of the training plan must be kept within the PDR (see section 2.9).

4.4 National Researcher Development Framework

"The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development.

The framework is a comprehensive new approach to enhancing the careers of researchers. It was developed by and for researchers, in consultation with academic and non-academic employers”.

[Source: <http://www.vitae.ac.uk/rdf>]

The Researcher Development Framework (RDF) has been developed at the national level and is a valuable tool in helping researchers consider their own personal and professional development. The RDF is used as the basis for the University of Leeds Training and Development Needs Analysis (T/DNA) tool (available through the online PDR system or at www.leeds.ac.uk/rtd). There is also a 'summary' document known as the Researcher Development Statement and its use is endorsed by over 30 national organisations including the UK Research Councils

The RDF identifies skills and attributes of researchers in four broad domains:

- Domain A - Knowledge and intellectual abilities
- Domain B - Personal effectiveness
- Domain C - Research governance and organisation
- Domain D - Engagement, influence and impact

Further information about the RDF and useful resources are available from <http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html>.

4.5 Step by step guide

The following gives a brief overview of the training and development 'process' for researchers. You will be supported through this process via, for example, induction activity and workshops and your supervisor(s). Again, further details are at www.leeds.ac.uk/rtd

Step 1: Induction

Prior to or soon after you register at the University, you will be informed about the induction process. This will include a workshop such as *Starting Your Research* where you will be able to explore further what is involved in research degree study and the training and development opportunities that can support you.

Step 2: Assessing your training and development needs

The University has a Training and Development Needs Analysis (T/DNA) tool to help you consider your training needs within the context of the research degree you are about to undertake and your future career. The T/DNA tool can be accessed through the Researcher Training and Development website www.leeds.ac.uk/rtd or through the online PDR system. Needs analysis is designed to support you in thinking about your personal and professional training and development needs ahead of a discussion with your supervisor(s).

Step 3: Identifying training workshops and other opportunities to support your development needs

You should consider the range of training and development opportunities open to you that are detailed online via <http://www.leeds.ac.uk/rtd>.

Step 4: Planning, recording and reflecting on your training and development

You should discuss your training needs with your supervisor(s) and agree a training plan within your first month at the University (see section 5.2). Your supervisor(s) should monitor your progress against the training plan regularly; as a minimum, at the mid-point of your first year and at the transfer stage and annually thereafter. You are also encouraged to record and reflect on training and development activity within a Personal Development Plan and record this on the PDR.

4.6 Taught course modules

Unless specific taught course modules are a prescribed part of their research degree programme (where different arrangements may be made), research students should undertake study for taught course modules only after consultation with, and approval from, their supervisor(s). Where it is agreed with the supervisor(s) that the student should undertake the assessment for the module, the student must ensure that they register for the module through Research Student Administration. Schools are reminded that modules taken in other Schools may incur a charge.

The expectation of the Graduate Board is that any taught modules taken as support for research degree study would normally be taken during the first year of full-time research degree study or the first and second year of part-time research degree study, except where the taught modules are prescribed as part of the programme of study (as for example in the Integrated degree of PhD and Master, EdD, DClinPsychol, DClinDent, DPaedDent and DHSC).

4.7 Attendance at research seminars

Attendance by research students at research seminars is the normal expectation, and schools should give strong encouragement to research students to attend. Schools should also bear in mind the needs of students who are not full-time, e.g. those who are part-time or split-site.

4.8 Learning outcomes/transferable key skills

The University has formal policy statements on the learning outcomes, transferable (key) skills, learning context and assessment of research degrees. These are set out for each type of research degree with the Programmes of Study on the RSA website www.leeds.ac.uk/rsa/graduate_board/pos.html. Research students should make themselves aware of the statements for their particular degree programme as these will assist in the identification of training and development needs.

5 Progress, Assessment and Monitoring

5.1 Introduction

As specified in the University's *General Academic Regulations* (available at www.leeds.ac.uk/rsa/policies.html), all students are required to attend regularly, punctually and in an orderly manner, any lectures, tutorials and classes as may be directed. Please see the *Code of Practice for Research Degree Candidatures* (www.leeds.ac.uk/rsa/policies.html) for a summary of the responsibilities of the research student and, in particular, to note that a student must agree to attend relevant training, supervision meetings and submit work regularly. Persistent neglect of work and failure to make progress and/or achieve a satisfactory academic standard may result in a student being required to withdraw from the University (see section 6.3.4).

Students should consult their supervisor(s) before undertaking any teaching (or the equivalent in professional practice) within the University and discuss whether any teaching undertaken will adversely affect the time available for the conduct of their research, see the University's *Code of Practice for PGRs engaged in teaching*: www.leeds.ac.uk/rsa/policies.html.

International students need, in particular, to be aware of the University's responsibilities regarding attendance monitoring under the *Points Based Immigration System - Tier 4 General Student Visa* (as http://www.internationalstudentsupport.leeds.ac.uk/immigration/tier_4_responsibilities/). The University attendance monitoring guidance can be found at <http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/attendance.html>.

5.2 Reports on progress

Supervisors shall produce regular reports on students' progress. As a minimum, there should be a report at the mid-point of the first year of the candidature (in the case of part-time students the equivalent point will be at nine months) (First Formal Progress Report) at the transfer assessment stage (Transfer Stage: Progress report) and at least annually thereafter -the exact frequency is prescribed by individual Faculties/Schools. Supervisors are required to upload progress reports into the online PDR system and these can then be viewed by the student. Students are required to submit, when requested, regular written summaries of their progress.

The progress of the candidate in acquiring sufficient expertise in 'generic and subject/professional skills' will be monitored regularly by supervisors in their reports on students' progress as well as in the transfer process. Progress will be reviewed against the agreed training plan and relevant learning outcomes.

5.3 First Formal Progress Report

Supervisor(s) are expected to complete the First Formal Progress Report for each of their students before the completion of six months study for full-time students (and before completion of nine months of study for part time students). Normally the main supervisor will complete the report. The progress report requires an assessment of the student's progress, progress against the training plan and an assessment of English Language ability.

There is also a section for completion by the student. This section requires a student to provide a review of their progress and offers the opportunity to comment on any issues which may have adversely affected their progress.

The First Formal Progress Report will be uploaded to the PDR.

5.4 Progress Report: Transfer Stage

Supervisor(s) are expected to complete a report on the progress of a student, registered on a programme intended to lead to a doctoral award, immediately prior to the transfer stage. Normally the main supervisor will complete the report. The report requires an assessment of the student's progress, progress against the training plan and an assessment of English language ability in addition to ethical and data storage requirements.

There is also a section for completion by the student. This section requires a student to provide a review of their progress and offers the opportunity to comment on any issues which may have adversely affected their progress.

The Progress Report: Transfer Stage will be uploaded to the PDR.

5.4.1 Criteria for the award of PhD

To qualify for the award of the degree of PhD, the student must meet the required learning outcomes for the degree¹ (see: www.leeds.ac.uk/rsa/graduate_board/pos.html) and satisfy the examiners (as laid out in the *Ordinance and Regulations for Research Degrees* www.leeds.ac.uk/rsa/policies.html) that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

- (a) presenting a thesis or alternative form of thesis as prescribed by the Regulations on the subject of his/her advanced study and research; and
- (b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

For examination requirements and learning outcomes for other research degrees (Integrated PhD and Master, Professional Doctorates, MD etc), see the relevant sections of the *Ordinance and Regulations and Programmes of Study for Research Degrees 2013-2014* at: www.leeds.ac.uk/rsa/graduate_board/pos.html

¹ Candidates for one of the practice-led research degree programmes should refer to the *Ordinance and regulations for research degrees* for further details on the criteria for award (see also section 7.5.1 of this Handbook).

All students will be assessed against the required learning outcomes as part of the transfer/upgrade examination. It is important students familiarise themselves with the requirements at an early stage in their candidature.

5.5 Transfer assessment

(i.e. assessment for transfer from the provisional registration categories to MPhil, PhD, Integrated degree of PhD and Master, DBM, EdD, MD, DClinPsychol, DClinDent, DPaedDent and DHSC).

All doctoral students are initially registered as either provisional doctoral students or as postgraduate research students (see section 2.5).

All doctoral students are therefore subject to a formal transfer assessment process within a specified timescale (see section 5.6 for the timing of the transfer interview). If successful in this assessment, the student is transferred to a specific degree category after an initial, provisional stage. Candidates accepted directly for the degree of MPhil will not be required to undergo a formal transfer assessment but progress should nevertheless be reviewed. Such candidates are not normally permitted to transfer to registration for a PhD degree.

The assessment at the transfer stage is intended to identify whether the individual student and the research project have the potential for research at Doctoral level and also to assess whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation.

All transfers/upgrades will be managed through the PDR system. The exact procedures for the transfer assessment may vary between individual Faculties/Schools according to the requirements of the different disciplines. Faculties/Schools will provide students with written guidance on the transfer process.

The decision to transfer is based on the submission of appropriate material for assessment i.e. a report/document written and submitted by the student. You will need to upload your material for assessment into the PDR system and also complete the online *Statement of Academic Integrity, Safeguarding Data and Ethical Requirements*.

All students must be interviewed by a Transfer Assessment Panel and this should take the form of a *viva voce* examination.

It is expected that students are present in Leeds for their transfer. This equally applies to any second, or repeat transfer assessment should one be required.

These assessment procedures offer the opportunity to participate in an important academic exercise and should, therefore, be welcomed.

Split-site doctoral students must be present in the UK for their transfer assessment. This equally applies to a second, or repeat, transfer assessment should one be needed. If a student is unable to be present in the UK at the appropriate time for the transfer assessment they may, in exceptional circumstances, be permitted a suspension to their period of study, until they can attend an assessment in the UK.

For further information on formal assessment and monitoring please refer to section 6 of the *Code of Practice for Research Degree Candidatures* (www.leeds.ac.uk/rsa/policies.html) and the relevant Faculty Protocol (http://www.leeds.ac.uk/rsa/graduate_board/protocols.html).

5.6 Transfer deadlines

(Details of arrangements for split-site PhD candidates from September 2007 are set out in section 6.2.2)

Method of Study	Degree	Transfer interview to be held and decision taken	Maximum period after deferral of decision
Full-time	Postgraduate Research, Provisional PhD or MD	within the first 12 months of period of study	18 months from the date of commencement of study
Part-time	Postgraduate Research, Provisional PhD	within the first 24 months of period of study	30 months from the date of commencement of study
Part-time	Provisional DBM	within the first 24 months of period of study	36 months from the date of commencement of study
Full-time	Postgraduate Research DHSC	within the first 15 months of period of study	21 months from the date of commencement of study
Part-time	Postgraduate Research DHSC	within the first 30 months of period of study	36 months from the date of commencement of study
Full-time	Provisional, DPaedDent, DClinPsychol, DClinDent	within the first 18 months of period of study	24 months from the date of commencement of study
Part-time	Provisional DClinDent ¹ , DPaedDent	Within the first 30 months of period of study	38 months from the date of commencement of study
Part-time	Provisional MD	within the first 18 months of period of study	24 months from the date of commencement of study
Full-time	Provisional EdD	within the first 24 months of period of study	24 months from the date of commencement of study
Part-time	Provisional EdD	within the first 36 months of period of study	36 months from the date of commencement of study
Split-site ¹	Provisional PhD	As specified in the Programme of Study for Models A, B or C (see section 6.2.2)	
Full-time	Integrated degree of PhD and Master	Candidates are accepted for study to the registration category of Postgraduate Research. Upon completion of the first year, the progress of candidates is reviewed and, where it is satisfactory, registration to a Provisional PhD candidature is permitted. If successful in progressing to Provisional PhD status, candidates will be required to undergo assessment by a formal Transfer	

¹ New split-site programmes introduced from session 2007-2008.

		Assessment Panel for transfer to PhD status before the end of the second year of study
	Mastership by Research	Candidates for a Mastership by Research cannot normally transfer registration to MPhil or PhD.

5.7 Postponement of the Decision on Transfer

The Graduate Board is of the view that postponement of the decision on transfer should only occur in exceptional circumstances and subject to prior approval by the Board's Programmes of Study and Audit Group.

5.8 Recommendation following transfer

The recommendations that may be made by Transfer Assessment Panels are:

- (i) In the case of Provisional candidatures for doctoral degrees (including PhD) or Postgraduate Research candidatures, transfer to doctoral registration;
- (ii) In the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to MPhil registration¹;
- (iii) On the first occasion only, deferment of a decision about the transfer for a limited period to permit the work to be revised and then reassessed;
- (iv) A decision that the candidate withdraw from the research degree candidature.

Please note that a transfer to Mastership by research at this stage of the candidature is not permitted.

By the end of the appropriate period (or earlier if possible), the Graduate Board requires from schools the following information in respect of each candidate for whom the school has responsibility:

- (i) whether the candidate should now be registered for the degree of PhD (or other Doctoral programme) or MPhil
- (ii) the name(s) of the supervisor(s)
- (iii) the draft title of the thesis
- (iv) confirmation that the candidate has made satisfactory progress on the agreed training plan, appropriate ethical review arrangements are in place and that data storage and safeguarding issues have been addressed
- (v) any other factors which the school wishes to draw to the attention of the Graduate Board.

Also, for candidates registered on practice-led programmes with effect from September 2010 only:

- (vi) details of the work that will contribute to their final submission;

¹ In the case of split-site candidates the option to transfer to MPhil registration is normally NOT available

A case for a deferral of the transfer decision would have to be made on academic grounds by the Transfer Assessment Panel to the Graduate Board. The time limit for any deferral after a transfer interview for a full-time PhD student cannot exceed 18 months from the commencement of study - see section 5.6 for all transfer time limits. If a school is unable to make a recommendation that the student should proceed to either Doctoral or MPhil study (where that option is available) within the time limit allowed then the student must withdraw. Where a student initially registered for Provisional PhD is recommended to proceed to an MPhil, the grant awarding authority should be informed and the necessary adjustment in funding be made.

6 Periods of Study and Completion of Research Degrees

6.1 Completion of research degrees: the responsibilities of the school, the candidate and the supervisor

The Senate has established, as a major objective, the submission of theses within the standard period of study prescribed for each research degree programme (see section 6.2).

Schools are responsible for ensuring that research topics or projects, are suitable in length and scope for the relevant period of study. Occasionally in the past, topics have become over-extended or too ambitious for completion within the standard period of study.

A major cause of late or non-submission is uncertainty and drift within the candidature and therefore schools are asked to take a decision about a student's registration category by no later than the end of the first year for full-time PhD candidates or by the end of the first 24 months for part-time PhD candidates (see Transfer Deadlines in section 5.6 for other categories of degrees).

Students must maintain regular contact with their supervisors and advise their supervisors if their project appears to be developing serious academic deficiencies, may not be capable of completion within the required time or they are not being provided with sufficient technical or resource support. If at any stage they feel supervision has become inadequate this should be drawn to the attention of the Postgraduate Research Tutor or appropriate senior member in the Faculty/School. Students are reminded that beyond their supervisor(s) there are further levels of support within the Faculty/School available to them. These include the Postgraduate Research Tutor, Head of School and Faculty Director of PGR Studies.

Supervisors must make any misgivings about the suitability of a student for the research degree known to the Postgraduate Research Tutor, Faculty Director of Postgraduate Research Studies or Head of School at an early stage. Although this is particularly important in the early stages of the candidature and before a decision is taken as to whether or not the student will be allowed to proceed to a degree, schools have the right to require a student to withdraw at any stage if progress becomes unsatisfactory (see section 6.3.4).

The work of students is monitored and assessed throughout the programme of study to ensure that completion within the required period of time is achieved (see section 0).

MPhil and PhD

Students should aim to submit PhD and MPhil theses within the standard periods of study (see section 6.2) of three years¹ and two years respectively (for full-time student's). The

¹ Some PhD programmes in certain faculties have a standard period of study of 4 years.

regulations require submission before the end of a period of four years (PhD) or three years (MPhil).

Integrated degree of PhD and Master

The integrated degree of PhD and Master is undertaken by a combination of taught specialist modules, training and skills courses and research study. Details of the individual programmes may be found in the *Ordinance and Regulations* and the relevant *Programme of Study entry* http://www.leeds.ac.uk/rsa/graduate_board/pos.html. The normal expectation is that student's will successfully complete a number of courses and submit their theses for examination by the end of year four, although an overtime period of up to 12 months will be available for writing up if necessary.

MD Degree

For details of the submission time limits for MD theses, please refer to Section 6.2 of this Handbook (Periods of Study).

DBM, EdD, DClinPsychol, DPaedDent, DClinDent and DHSC

The DBM, EdD, DClinPsychol, DPaedDent, DClinDent and DHSC are degrees that are undertaken by a combination of taught courses and research study and also, in the case of the DClinPsychol, by clinical placements. The regulations require full-time students to complete successfully a number of courses and to complete and submit theses within a period of four years from the date of commencement of study. For part-time student's, submission is required within a period of seven years.

Masterships by Research

Student's for Masterships by Research are expected to be of a high quality. Because of the nature of the degree, it is very important that the work is clearly focused and a disciplined approach to the project is adopted. The research project should be clearly defined and planned before the student commences study. The research work and thesis should be completed and submitted within 12 months of full-time study (or 24 months of part-time study). Therefore, regular meetings with the Supervisor(s) are important as the student only has a short period in which to complete. Student's wishing to proceed to PhD study must complete and submit their Master's thesis before commencing study for a PhD degree.

Importance of completing the thesis before commencing employment

The University has clear regulations regarding the maximum time limits for the submission of research degree theses. Students can often fail to appreciate the difficulty of completing their work within the period required. It is certainly the case that if a student leaves the University for reasons of employment during the candidature, the chances of submitting satisfactorily are significantly reduced. It is, therefore, most important that students are aware of the difficulties of completing and submitting their work if they propose such a course of action.

6.2 Periods of study

The tables in 6.2.1 and 6.2.2 detail the standard and maximum periods of study for the University's research degree programmes as governed by the University of Leeds *Ordinance and Regulations for Research Degrees*, see: www.leeds.ac.uk/rsa/policies.html

The standard period of study is the typical time between initial registration and submission of the thesis for a specified research degree programme. All research students should aim to submit their thesis within this timescale.

The maximum period of study is the time limit, as defined in the *Ordinance and Regulations for Research Degrees*, for submission of the thesis for the specified research degree programme.

6.2.1 Periods of study for students commencing from September 1999 onwards

Degree	Mode of Study	Standard Period of Study	Maximum Period of Study (time limit for submission)
PhD	Full-time	3 years ¹	4 years
	Part-time	5 years	7 years
Split-Site PhD	Split-Site (candidates commencing study from September 2007)	Variable (see section 6.2.2)	Variable (see section 6.2.2)
Integrated PhD	Full-time	4 years	5 years
EdD	Full-time	3 years	4 years
	Part-time	5 years	7 years
DClinPsychol	Full-time	3 years	4 years
DBM	Part-time	5 years	7 years
DClinDent	Full-time	3 years	4 years
	Part-time	5 years	7 years
DPaedDent	Full-time	3 years	4 years
DPaedDent	Part-time	5 years	7 years
DHSC	Full-time	3 years	4 years
	Part-time	5 years	7 years

¹ in some specified cases the standard period of study may be 3-4 years

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MD	Full-time	2 years	3 years
	Part-time candidates commencing study from September 2007	3 years	5 years
MPhil	Full-time	2 years	3 years
	Part-time	4 years	6 years
Mastership by Research	Full-time	1 year	1 year
	Part-time	2 years	2 years

The periods of study for MPhil, PhD, DBM, EdD, DClinPsychol, DClinDent, DPaedDent and DHSC will normally include the first year (irrespective of whether the student is registered for a degree or in one of the provisional categories), for example, a 3-year full-time PhD student might progress as follows:

October 2013	admitted and registers as a provisional PhD candidate
May 2014	registration transferred to PhD
October 2014	registers as PhD candidate
February 2016	research work completed
September 2016	external funding finishes - student registers (provided research work is completed) in overtime period (formerly known as "writing-up")
December 2016	thesis submitted for examination

A full-time PhD, EdD, DClinPsychol, DPaedDent and DClinDent thesis must be submitted within four years of the date of commencement of study (i.e. within the maximum period of study for the research degree).

6.2.2 Split-Site Models for PhD study from 2007-2008

These are summarised below:

	Model A	Model B ¹	Model C ²
Method of Study	Full-time	Full-time	Part-time
Standard Period of Study (for those students commencing their study from 2007/08 - 2012/13)	3.5 years	3.5 years	5 years
Standard Period of Study (for those students commencing their study from 2013/14)	3 years	3 years	5 years
Period of Study required in Leeds	18 months	18 months	8 months
Timing of Transfer Process	End of first year	End of first year	End of second year
Maximum Time Limit for Submission	4 years	4 years	7 years

6.3 Alterations to periods of study

6.3.1 Reduction to the standard period of study

In some cases the Graduate Board may approve a reduction in the standard period of study to enable a thesis to be submitted early for examination. Recommendation from a Postgraduate Research Tutor can only be made in cases where:

- (a) the thesis is complete and is ready for submission and,
- (b) has been read in its entirety by the Supervisor(s). The Supervisor(s) must confirm in writing that he/she has read the thesis and that their view is that it is ready for examination.

There are limits on the length of the reduction of the period of study that may be approved by the Graduate Board (with no reduction permitted for the Mastership by Research), as follows:

¹ Introduced with effect from 2010-2011.

² Effective from 2008-2009.

Earliest Dates for Submission

PhD, EdD, DPaedDent, DCLinDent, DHSC full-time:	at the end of 2 calendar years of full-time study
PhD, EdD, DBM, DPaedDent, DCLinDent, DHSC part-time:	at the end of 3 calendar years of part-time study
PhD split-site:	at the end of 3 calendar years of study under split-site arrangements
Integrated Degree of PhD & Master:	at the end of 3 calendar years of full-time study
MD full-time:	at the end of 1 calendar year of full-time study
MD part-time (for those commencing study from September 2007):	at the end of 2 calendar years of part-time study
MPhil full-time:	at the end of 1 calendar year of full-time study
MPhil part-time:	at the end of 2 calendar years of part-time study

Self-funded research degree student's (except those registered for the degree of Mastership by Research) who submit their theses for examination before the end of the standard period of study for which they have paid academic fees in full may be eligible for a partial refund of fees subject to successful completion of the examination. No refund will be made unless all academic fees have been paid at the appropriate stage required by the University. More information is given in section 7.4.1 of this Handbook.

6.3.2 Suspension of registration

If illness or personal difficulties of sufficient gravity intervene during a candidature and prevent a student from progressing their research, the student may be granted a suspension of registration for a period necessary to overcome the difficulty.

It is the responsibility of the student to notify their supervisor(s) or Postgraduate Research Tutor when a problem occurs, keep them updated about matters affecting their studies and to submit requests for a suspension of study whenever possible before their studies are interrupted. Students are required to provide their parent school with appropriate documentary evidence in support of application for suspensions of study (e.g. doctor's note). If a student submits a retrospective request for a suspension to their studies they risk that the University may not be able to grant the request.

The Postgraduate Research Tutor must promptly submit a request for a suspension to the student's studies to the Graduate Board through Research Student Administration. When the student resumes study, it will be on the basis that s/he is medically fit to do so and/or that the difficulties have been overcome satisfactorily.

During the period of suspension the student will temporarily leave their programme of study and lose their registration status. No supervision will be received. A period of suspension of registration will not be included within the standard or maximum period of study.

Any student commencing their research degree from the academic year 2012-13 onwards will not be granted periods of suspension, and extension, equivalent to more than 2 calendar years for a full-time student (3 calendar years for a part-time student) other than in exceptional circumstances.

Requests for indefinite suspensions

Bearing in mind that Faculty/School structures change with time, supervisors leave for various reasons, and a topic, once original may not remain so indefinitely, it is extremely unlikely that a request for an indefinite suspension will be granted. The norm at present is for a period of up to 12 months suspension to be considered, with a review at the end of that period.

6.3.3 Extension to candidature/period of study

An extension to the candidature (i.e. a lengthening of the maximum period of study) may be considered to take account of a period of unforeseeable disruption to study which has had a significant and adverse effect on the progress of the research against which precautions could not reasonably have been taken. Requests should be made at the stage at which the event occurs and, in any case, prior to the completion of the standard period of study. Student's are required to provide their parent school with appropriate documentary evidence in support of applications for extensions of study where relevant. The PGR Tutor must promptly submit a case to the Graduate Board through RSA.

In very exceptional cases where the research of a PhD student reveals a substantial quantity of unexpected new material during the third year of full-time study, consideration may be given by the Graduate Board to an extension of up to one year.

Cases will be considered very closely by the Graduate Board and it is anticipated that the number approved will be small. In the case of Masterships by Research, the maximum period of extension permitted on academic grounds is 3 months.

Any student commencing their research degree from the academic year 2012-13 onwards will not be granted periods of extension, and suspension, equivalent to more than 2 calendar years for a full-time candidate (3 calendar years for a part-time student) other than in exceptional circumstances.

6.3.4 Unsatisfactory Academic Progress Procedure

A student can expect their supervisor(s), as part of the normal supervisory process, to draw to their attention problems with their academic progress when they arise. However, if a student's academic progress is deemed to continue to be unsatisfactory then the supervisor(s) can instigate the Unsatisfactory Academic Progress Procedure.

Unsatisfactory academic progress is usually identified when a student has not met the requirements set out under responsibilities of the student in the Code of Practice for Research Degree Candidatures (see annex 1). Examples of unsatisfactory academic progress include:

- failure to provide evidence of satisfactory progress,
- failure to present written work to an adequate standard,
- failure to present work at an agreed timescale,
- failure to maintain regular contact with their supervisor(s) and to attend formal supervision meetings.

If it is deemed necessary to instigate the Unsatisfactory Academic Progress Procedure a student will be invited to an initial meeting normally with the Postgraduate Research Tutor (or Head of School) and at least one member of the supervisory team. Students will be permitted to invite a 'supporter' to accompany them to the meeting. The purpose of the meeting will be to advise the student that their progress is considered unsatisfactory, to detail the areas of concern and to set clear milestones and measurable targets for improvement within a clearly defined timescale. The meeting will also provide the student with the opportunity to identify any areas of training needs and to raise any mitigating circumstances. The procedure is intended to support a student's future progress.

The student will be invited to attend a Final Formal Review Meeting. The purpose of the meeting is to assess the student's progress against the action plan and milestones set out in the initial meeting. There are four possible outcomes to the meeting:

- That the student has made satisfactory progress against the agreed action plan and milestones and that no further action will be taken under the unsatisfactory progress procedure.
- Agree that the decision can be deferred¹.
- Agree that the student has not made satisfactory progress with the agreed action plan and milestones. For those students registered upon a PhD, where permitting, recommend that the student be transferred to registration for the degree of MPhil.
- Agree that the student has not made satisfactory progress with the agreed action plan and milestones and that a recommendation be made that the student's registration be terminated.

¹ For full-time students the maximum length of deferral is 3 months.

Students seeking advice and support, when notified that the Unsatisfactory Academic Progress Procedure has been instigated, may contact the Student Advice Centre of the Leeds University Union where experienced staff are able to provide guidance.

Students may choose to be accompanied by a single supporter to a meeting under this procedure who may be anyone of the student's choosing (e.g. family member, friend, fellow student, LUU Advisor). The role of the supporter is to provide support to the student at the meeting for example, by taking notes during the meeting, or prompting the student if they omit to mention something of importance. The supporter is not permitted to represent the student or to speak on their behalf and they cannot appear if the student is not present in person.

Details of the full procedure are available at:

http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstudents/UAPP.html

[Important information for international students](#)

International students (in the UK with permission as a student) are advised to contact the International Student Office for immigration advice on the implications of a suspension or extension of their research degree candidature to their visa status. The International Student Office can be contacted on Tel: 0113 343 3930 or see:

<http://www.internationalstudentsupport.leeds.ac.uk/immigration/>

7 Thesis Submission and Examination

7.1 Overview of the submission and examination process

It is important that you are aware of the steps and timescales for submission and examination of the thesis when planning for your examination.

Before the thesis is submitted

- The thesis must be submitted at the end of the standard period of study (unless a reduction has been approved) and within the maximum period of study for the degree on which you are registered (see section 6.2).
- During the final stages of your PhD (e.g. **during the final year of the standard period of study**) you should attend any relevant workshops (see section 7.2); you should also consult the University's *Regulations for the Format and Presentation of Theses for Research Degrees (Thesis Format Regulations)* which describe how the thesis must be presented and bound (see http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/regulations.html).

Well in advance of the date you intend to submit the thesis (at least 4 months): you should begin thinking about the process for examination entry and discussing appropriate examiners with your supervisor (see section 7.3).

Entering for Examination

- **At least 3 months before you wish to submit** - you must fill out the *Examination Entry Form* (see section 7.3) and pass it to your Supervisor for completion.
- Your Supervisor will then approach potential Examiners, complete the form and send it to the PGR Tutor and RSA for checking the eligibility of the proposed Examiners.
- The Graduate Board's Examinations Group will review recommendations for the appointment of Examiners and approve these where appropriate.

Submitting the thesis

- Students deposit the correct number of copies of thesis in the correct format and appropriate binding at the Student Services Centre Counter (see section 7.5) along with a *Statement of Academic Integrity form*.
- RSA checks the format of the thesis and dispatches the thesis to Examiners, normally within 2 working days (see section 7.5).
- The Internal Examiner makes arrangements for the oral examination. The examiners are asked to accept a timescale of 3 months in which to complete the oral examination (6 months for MD) (see section 7.6.2).

After the oral examination

- Examiners usually notify the student of their recommendation within 24 hours (see section 7.6.3 for full details of possible outcomes).
- Examiners prepare an *Examiners' Report* which is considered at the next Graduate Board's Examinations Group meeting. In all cases the Examiners' recommendation is subject to final approval by the Examinations Group http://www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates (see section 7.6.3).
- Students that have passed subject to editorial and presentational corrections or minor deficiencies should begin their corrections immediately after the oral examination and return them to the Internal Examiner by the 4 or 12 week deadline (see section 7.6.3). Referred students will receive *Notes for Guidance* to aid them in preparing for resubmission (see section 7.10)

Deposit of final thesis

- The final hard bound version of the thesis (including any approved required corrections) is deposited at the Student Services Centre with a completed *Thesis Deposit Form* (see section 7.7) and, for eThesis submission, an eThesis Deposit Form and *CD* (see section 7.9) by no later than 3 months after the internal examiner has given approval to the corrections made to the thesis.

Publication of Pass List

- A student's name will be published on a pass list after deposit of the final thesis (and any eThesis), confirmation from the internal examiner of any corrections, approval of the examiners' report by the Examinations Group and payment of outstanding debts to the University (see section 7.8).

Release of Examiners' Report

- Once approved by the Examinations Group the final, joint report of the Examiners will be automatically released to the student and the supervisor(s).

Graduation

- Once a student's name has appeared on a pass list they are eligible to graduate *in absentia* or at a degree ceremony (held in July or December). Students must register their preference online. For information on how to do this please go to: <http://www.leeds.ac.uk/graduation/conferment.htm> (see section 7.8)

An overview of the process of thesis submission and examination is provided on the website at: www.leeds.ac.uk/rsa/thesis/students/overview.html

Please note that international students studying in the UK on a Tier 4 General Student Visa may need to apply for an extension to their student visa as a result of the outcome of their viva. Section 2.8.3 provides details on how to request a new Confirmation of Acceptance for Study in these instances.

7.2 Relevant courses

Provided below are details of training courses which may be relevant to students who are currently preparing their thesis or approaching the stages of submission or examination.

The list is not exhaustive and is only intended as a guide. Further information about relevant training opportunities and the booking process is available on the Researcher Training and Development website: www.leeds.ac.uk/rtd

- *Working with Using Word for Thesis, Word for Thesis and long documents.* (see the ISS website: iss.leeds.ac.uk/info/260/)
- *The Final Stages of Your Research and Thesis Presentation* which covers guidance on University regulations and Thesis presentation and *Preparing For Your Viva* which covers preparation for the oral examination and the University's expectations, both provided by SDDU <http://www.leeds.ac.uk/rtd/finalstages.html>

7.3 Examination Entry Form

At least three months before the submission of the thesis, which must be written in English¹, you must enter for examination by completing the *University Examination Entry Form* and giving it to your supervisor. You are advised to start thinking about the *Examination Entry Form* and discuss examination arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

The *Examination Entry Form* is available on the RSA website: www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html. Practice-led PhD Students have a separate form and arrangements².

You will be required to answer questions on the Form relating to whether you have been a member of University staff (as in some cases 2 external examiners might be required³) ethical approval (see section 3.5) and inclusion of any work from solely or jointly authored publications (see section 7.4.6)

Students may be asked by supervisors for their views on individuals who might act as Examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the Postgraduate Research Tutor. The final

¹ With the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

² Practice-led research degree candidates who commenced their study from September 2010 onwards must complete and return the separate Practice-led Research Degree Exam Entry Form to Research Student Administration a minimum of 3 months prior to the date of the first live practice (where Examiners are required to view live practice). Where there is no examined live practice event, then the form must be returned a minimum of 3 months prior to the expected submission date of the thesis. Please refer to the Faculty protocol published at http://www.leeds.ac.uk/rsa/graduate_board/protocols.html for further advice.

³ http://www.leeds.ac.uk/rsa/assets/word/Thesis_submissionandexamination/Elig_ext_exam.doc

decision about the appointment of Examiners is made by the Graduate Board's Examinations Group.

No thesis can be dispatched to the examiners until your form has been fully checked in RSA and formally approved by the Graduate Board's Examination Group. This is why the form should be sent to RSA at least 3 months before you intend to submit. Entry forms received less than 3 months prior to thesis submission may delay the dispatch of the thesis to the examiners and the examination process. The form will remain valid for 12 months from the date of approval by the Examinations Group.

7.4 Thesis presentation

You should refer to the University's *Thesis Format Requirements* before preparing the thesis for printing and binding:

www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html

These provide detailed advice on layout, typefaces and University requirements for the format of the thesis and also provide a complete overview to the thesis examination process from examination entry through to award and graduation. Sections 7.4.1 - 7.4.9 outline some of the key requirements.

7.4.1 Timing of the submission

Introduction

All students must submit their thesis for examination by the end of the maximum period of study (i.e. the maximum time limit) for the research degree programme upon which they are registered, as governed by the University's regulations. However, you should aim to submit your thesis within the standard period of study prescribed for the programme. Standard periods of study and overtime periods vary for different programmes of study. For further information about periods of study, please see section 6.2.

The advice of the supervisor(s)

Students are solely responsible for the decision to submit their work for examination. However, you should always seek advice from your supervisor(s) before submission and are strongly recommended not to submit against the advice of the supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded. You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission.

The Graduate Board is clear that no research student should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted.

Early submission

All students (except Mastership by Research students) may submit their thesis, which shall be written in English¹, for examination before the end of their standard period of study provided that their supervisor and Postgraduate Research Tutor have supported an early submission and permission has been obtained from the Graduate Board's Programmes of Study and Audit Group. Please note that it is the responsibility of the student to check any implications of an early submission with their scholarship awarding body or provider. Please see section 6.3 for further information about applying for a reduction in the standard period of study to enable a thesis to be submitted early for examination.

International students (in the UK with permission as a student) are advised to contact the International Student Office for immigration advice on the implications of early submission to their visa status. The International Student Office can be contacted on Tel: 0113 343 3930 or see: <http://www.internationalstudentsupport.leeds.ac.uk/immigration/>

Early submission: refund of fees

Self-funding students who submit their thesis for examination before the end of their standard period of study (where a reduction to the standard period of study has been formally approved by the Graduate Board), for which they have paid academic fees in full, may be eligible for a partial refund of fees subject to completion of a successful examination.

To be considered for a partial refund of fees, students must complete the *Early Submission of Thesis Fee Refund Claim Form*

www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html. In all cases, three months' fees will be retained by the University to cover administration charges. No refund will be made unless all academic fees have been paid in full for the year/session in which the student is submitting. No refund will be made unless the student is successful in his/ her examination and any refund will not be paid until such a time as the student's name appears on a pass list. Student's should note that the above fee refund applies only to those students submitting within the standard period of study (students who have suspended study during their standard period of study will not normally be considered for a refund). The Overtime period fee (see section 2.6.1), a special concession that allows students to register for a reduced rate, is non-refundable, irrespective of the month of submission.

Further advice can be found on the sheet accompanying the Claim Form.

Practical details

Where the maximum time limit for submission falls on a day when the University is closed as a consequence of a holiday period (for instance a Public Bank Holiday), the deadline for submission of a thesis to Research Student Administration will be no later than the end of

¹ With the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

the next working day¹. The concessions agreed by the Graduate Board to cover University closed days during 2013-14 are published on the RSA website at:

www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/submitting.html.

This does not apply to students whose maximum time limit falls on a Saturday or Sunday. Where the maximum time limit for submission falls on a Saturday or Sunday, students will be required to submit their thesis to Research Student Administration on or before the last available working day of the month.

7.4.2 Content and style of thesis

Your supervisor will read and comment on the whole of the draft thesis prior to submission, provided that it is submitted within a reasonable time. You will receive advice from your supervisor on matters such as clarity and style, as well as academic content. However, you must realise that, at this stage, the relationship between supervisor and student is essentially one of academic equals in the particular research area concerned and the advice of the supervisor(s) must be seen as being offered in that context.

Students must take responsibility for the work that they submit.

You should pay particular attention to the required presentation of the title page, cover and spine of the thesis and ensure that all relevant information is included and presented correctly.

A simple *Leeds Thesis Template* in Microsoft Word format is available on the RSA website: http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/regulations.html

Language of the Thesis

Students for all awards must present a thesis which should be written in English with the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

7.4.3 Length of thesis

Candidates and supervisors are advised that theses should not normally exceed a certain maximum length which is specified in the *Thesis Format Requirements* www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html.

The stated word/page limits include all diagrams, appendices and footnotes. Only the bibliography is not included within the maximum word/page length. Advice on what steps to take if you think you cannot avoid exceeding the maximum stipulated length is also provided in the *Thesis Format Requirements*.

¹ Candidates are strongly advised not to arrive at the Student Services Centre any later than 4.30pm. The building closes at 5pm and doors may be closed at 4.45pm to ensure all candidates can be seen.

7.4.4 Presentation of name

You must use your registered name with the University on the thesis and this must be presented, in full, on the title page of your thesis, including any and all middle names which are held in the University's records. The spine of the thesis should include all initials plus your surname.

The presentation of your name in the University records is normally expected to correspond with that shown in your passport or other legal documentation. Please note that the University provides each successful student with one original copy only of the certificate bearing the full name of that student according to its records on the date on which the student appeared on a pass list. Changes to the name registered in the University's records cannot be made after that date. If a replacement certificate is required in the future (e.g. if the original copy is lost or destroyed), this will also bear the full name under which the student graduated.

If the details held in the University records are incorrect please complete a *Change of Name Form* available from http://www.leeds.ac.uk/rsa/forms/forms_admissions.html and return it to RSA prior to examination with some form of documentary evidence.

7.4.5 Inclusion of a CD

If you need to include a CD of supplementary material as part of your thesis submission, the *Inclusion of CD with a Thesis Form*

www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html must be completed and signed by the student, supervisor(s) and Postgraduate Research Tutor and submitted to RSA alongside the completed *Examination Entry Form*.

Please note that the submission of CDs for performance or composition based submissions in the School of Music or the performance-led submissions in the School of Fine Art, History of Art and Cultural Studies or practice-led submissions in the School of Performance and Cultural Studies and School of English is covered by specific regulations¹: see *Annex II* of the Regulations for the *Thesis Format Regulations* www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html.

7.4.6 Use of solely or jointly-authored publications within a thesis submission

The Graduate Board is aware of the importance of publication and wishes to encourage all students to publish their work and disseminate their results, either before or after submission of a thesis.

The Board has considered the guidance which can be issued to students and supervisors upon the situations when the use of published work within a thesis (which has been carried out during the course of the candidature) is relevant and acceptable to the University. This guidance will assist with the completion of the *Examination Entry Form* and is set out

¹ With effect from 2011-12 this will include practice-led submissions at York St John University

in Annex I of the *Thesis Format Regulations*

www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html.

Please note, however, that a collection of publications bound together is not an acceptable form of submission for a research degree thesis at the University of Leeds.

If you have used in your thesis work which has been published in a solely or jointly authored publication then you must also provide loose copies of the publications alongside the copies of the thesis submitted for examination, to assist the examiners. A copy of each publication must be provided for each examiner. Publications should not be provided alongside (or bound into) the final, corrected, hard bound copies of the thesis (or eThesis).

7.4.7 Referencing styles

Information about referencing styles is available in the *Thesis Format Regulations* at:

www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html

See also section 3.9 for information and advice about academic integrity and plagiarism and details of training sessions (e.g. on referencing) that may be relevant.

7.4.8 Binding of thesis for submission for the oral examination

It is normal practice to submit a thesis for the oral examination in a temporary binding, with submission of the thesis in the official hard binding after a successful examination (see section 7.7 and 7.9 for further advice). Further information about binding is given in the *Thesis Format Requirements*:

www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html.

The **University's Print & Copy Bureau** (formerly Media Services) can also produce temporary bound theses, which meet the University's regulations. **The Print & Copy Bureau** is also able to facilitate the production of hard bound theses. They are located on level 6 of the Roger Stevens Building, Telephone 0113 343 2668

<http://pcb.leeds.ac.uk/for-students/>.

7.4.9 Costs of preparing the thesis

Students are asked to note that the costs associated with preparing a thesis are not covered by academic fees and may well exceed £200 depending upon the length and style of the thesis. Students should seek the advice of supervisors and schools on the ways in which these costs may be kept to a minimum.

7.5 Submission of the thesis for oral examination

Process for submission

Submission can be made in person at the Student Services Centre Counter in the Ziff Building, or by post. A *Thesis Submission Receipt* will be provided at the counter at the time of submission, but can be downloaded and filled out in advance from:

www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html and brought along at the time

of submission. The form includes a *Statement of Academic Integrity* which must be signed by the student.

Students are solely responsible for the decision to submit their work for examination and for the thesis which is submitted. **You must check the copies of your thesis thoroughly before you submit them for examination.** Once you have submitted your thesis you cannot then subsequently change or amend it, even if you spot issues with the presentation or printing or if you find that you mistakenly submitted a draft version. Substitute version of theses, additional pages or supplementary material cannot be accepted after submission of the thesis and these must not be sent directly to the examiners. This applies in all cases, irrespective of whether the thesis was submitted for examination before the maximum time limit for submission.

Submission by post

If you are not in Leeds you may submit your thesis to the University by post or can arrange for a friend to submit the thesis on your behalf. A *Thesis Submission Receipt* should be downloaded from the RSA web site

http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html and completed and sent in with the thesis. The *Statement of Academic Integrity* section must be signed by the student. You must ensure that the thesis is posted in sufficient time to ensure it is delivered to the Research Student Administration on or before the maximum time limit for submission (see section 6.2).

Number of copies

One copy of the thesis must be provided for each examiner. At least two copies of the thesis must be submitted **but additional copies of bound theses will be required if there are more than two examiners.** A further copy of the thesis (which may be unbound) should be brought to the oral examination for your own use. You are asked to discuss with your supervisor whether any further copies are required.

eThesis submission at the examination stage

If you are a doctoral degree student and you started your studies on or after September 2009 you must include in each copy of the printed thesis a digitized exact copy of the thesis in PDF format (preferably on a CD in a pocket at the back of the thesis). If you started your studies before September 2009 you are strongly encouraged to include a PDF copy with the printed thesis.

Checklist: for the submission of the thesis for examination

- 2 soft bound copies of your thesis (additional copies of the thesis will be required if there are more than 2 examiners).
- A completed Thesis Submission Receipt (Statement of Academic Integrity) - either downloaded in advance or provided by the counter staff at the time of submission.
- Loose copies of any solely or jointly authored publications (one copy of the publication should be provided per examiner).

- A PDF eThesis copy of the thesis for each examiner (ideally in a pocket at the back of each thesis) - if you commenced doctoral study from September 2009.

Thesis Dispatch to the Examiners

Your thesis will be sent out to your Examiners normally within 2 working days providing that your thesis meets the University's requirements and your examination entry form has been approved by the Examinations Group. Research Student Administration will send you an email to your University email account to confirm that your thesis has been sent out and will include advice about the next stages of the process. Your internal examiner is responsible for making the arrangements for the viva (see section 7.6).

7.5.1 Alternative forms of submission: practice-led research degrees

Alternative forms of PhD and MPhil submission for practice-led research projects have been approved in the Institute of Communication Studies and Schools of Music, English, Design, Performance and Cultural Industries and Fine Art, History of Art and Cultural Studies, and at York St John University.

Where students have been accepted for study towards one of these alternative forms of submission, students should ensure they are fully aware of the submission requirements for these degrees, as laid down in Regulation 25(a) for PhD and Regulation 36 for MPhil of the *Ordinance and Regulations for Research Degrees* www.leeds.ac.uk/rsa/policies.html.

Further advice to practice-led students on the requirements for examination entry, thesis format of the practice for assessment (including the recording and archiving requirements of any live practice) are provided as an Appendix to the Thesis Format Regulations www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html.

7.6 Examination arrangements

This section sets out the arrangements for research degree examinations. Those students who are following programmes of study which contain taught modules, or are undertaking individual modules on a 'stand alone' basis, should also refer to the regulations for taught courses, including plagiarism and cheating in University examinations and assessments, and appeals against academic judgement by taught students.

Further information about the regulatory procedures for taught courses may be found on the following website: <http://www.leeds.ac.uk/secretariat/ordinances.html>

7.6.1 Use of University facilities whilst awaiting oral examination for a research degree

The Graduate Board has approved arrangements whereby all research students awaiting examination are permitted to use the University facilities for a period of up to 6 months from the date of submission of thesis without charge. This will ensure that students are able to make use of University facilities whilst preparing for a viva examination and also for a short period after examination when some students are required to make editorial and presentational corrections or correct minor deficiencies to a thesis. It will also assist with preparation of papers for publication. Arrangements for continued use of University

facilities are made at the time of thesis submission at the Student Services Counter and students can obtain a new student ID card. Once a student's name has appeared on a University Pass List the student card will no longer be valid for use.

7.6.2 Arrangements for the oral examination

Introduction

All students are required to submit for an oral examination also known as a viva. The viva is an important part of the examination process. The purpose of the viva is to ensure that the work submitted for examination reaches the University standards for the degree, that you have written the work submitted and that you understand the work you have submitted.

A 'mock viva' may be helpful for some students, and if so, you should consult your supervisors. The SDDU workshop *Preparing For Your Viva* covers preparation for the oral examination and the University's expectations www.sddu.leeds.ac.uk/sddu-index-of-research-student-courses.html. The University provides examiners with good practice advice on the conduct of the viva and you may find it helpful to consult this when preparing for your viva (<http://www.leeds.ac.uk/rsa/policies.html>). You might also find it helpful to look at the examiners' report form templates which describe the criteria against which your examiners will be assessing your work (http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/report_forms/report_form.html).

The University does not have specific regulations regarding the length of the viva or what should be discussed except that the thesis should be discussed with you. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area.

The viva also gives you the opportunity to answer questions in areas where the Examiners are not satisfied. For a PhD degree and other Doctoral degrees evidence of originality and independent critical ability is required and, where the evidence in the thesis is not compelling, the Examiners may use the viva to encourage you to provide convincing evidence that the stated criteria can be met. A copy of the thesis (which may be unbound) should be brought to the oral examination for your own use. Unless required for the purposes of a presentation/demonstration by the student, the use of electronic equipment/devices during the oral examination by students or examiners is not permitted.

NB: Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the viva.

Arranging the oral examination

Detailed arrangements for the oral examination, which is normally held in the parent school, are made by the Internal Examiner¹. The examination must be conducted in English².

You may invite one of your supervisors to attend the viva as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the viva and takes no part in the academic judgement and the decision making process. S/he must leave the room after the viva (along with you) so the examiners can discuss their recommendation. The examiners have the right to ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the viva.

Those present at the viva will be the student, the external examiner(s), the internal examiner(s) and the supervisor (as an observer if it is decided that they should be present). If you have more than one supervisor, only one supervisor is permitted to attend the viva. If they are not going to be present as an observer the supervisor is required to be available for consultation if necessary (ideally in the School but contactable by telephone is acceptable).

The result of the examination should be given informally to you, normally within 24 hours of completion of the oral examination - See section 7.6.3 for further details.

It is expected that you will present for oral examination normally within three months of dispatch of the thesis to the Examiners (six months in the case of MD candidates). Should exceptional circumstances arise which might prevent you from attending for examination within the prescribed timescale please contact your Postgraduate Research Tutor at the earliest opportunity. If you are studying on a Tier 4 visa, and your viva is scheduled outside of 3 months from submission of your thesis, the University may not be able to continue to sponsor you to remain in the UK whilst you are 'awaiting examination'. In this instance you should contact the International Student Office for advice.

7.6.3 Examination results

You will be given one of the outcomes outlined below. After the viva the examiners must produce a joint report which outlines their recommendation. The joint report and recommendation of the examiners is subject to confirmation by the Graduate Board's Examinations Group which will usually consider the *Examiners' Report* at its next meeting. In some cases the Examinations Group may request additional information or clarification of the *Examiners' Report* from the Examiners. The dates of the meetings of the Group for session 2013/2014 can be viewed on the website:

www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates

¹ The School/Examiners are expected to take account of known religious observances when arranging oral examinations for research students.

² With the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, the oral might, with the agreement of the external examiner, be conducted in a language other than English

After the joint report and recommendation of the examiners has been approved by the Graduate Board's Examination Group a copy will be sent to you and your supervisor. This will be sent to your University email account. You should allow a period of up to 4 weeks from the date of the meeting for your report to be sent. You should not wait for a copy of your report before beginning any corrections to your thesis.

Possible recommendations

- (a) Pass: The award of the degree is made by the Graduate Board's Examinations Group (see section 7.7)
- (b) Pass (subject to the correction of 'editorial and presentational corrections' or 'minor deficiencies'): These corrections must be made within 4 or 12 weeks respectively from the date of the oral examination¹. The Graduate Board's Examinations Group will not award the degree until it receives confirmation from the Internal Examiner that corrections have been completed (see section 7.7)
- (c) Referral: for resubmission and re-examination: (see section 7.10)
- (d) Fail: The candidate has no further opportunity for submission for the degree (see section 8.4.2).

For candidates submitting for PhD, the following recommendations are also available:

- (e) Award of MPhil²: (in these circumstances the degree of MPhil may not be awarded with distinction) (see section 7.7)
- (f) Award of MPhil² (subject to the correction of 'minor editorial corrections' or 'stated minor deficiencies' as in (b) above) (see also section 7.7)
- (g) Referral for resubmission for MPhil (see section 7.10): the candidate is required to revise the thesis and resubmit this for re-examination for the degree of Master of Philosophy

A Mastership by Research and the degree of MPhil may be awarded with distinction; such an award is not possible with other research degrees.

Research Excellence

Where examiners identify doctoral students who have submitted an excellent thesis a recommendation can be made by the examiners for a letter recognising this outstanding achievement to be sent to the student by the Dean of Postgraduate Research Studies.

1 The Examiners will provide you with details of the amendments to be carried out. You will not receive formal notification of the required amendments from Research Student Administration and you should therefore begin the required work immediately.

2 For those candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil. You will be sent a copy of the examiners' report after approval by the Examinations Group.

7.7 After the oral examination

Undertaking correction of editorial and presentational corrections or minor deficiencies

After successful examination you should prepare the final version of your thesis by undertaking any editorial and presentational corrections or minor deficiencies to the satisfaction of the Internal Examiner. Individual pages of the thesis must be fully corrected and it is not possible simply to provide an errata page. You must also ensure that the thesis abstract (summary) remains appropriate. You are advised to consult with your Supervisor(s) throughout this process.

The 4 or 12 week period for completion of these amendments begins from the date of the viva. The Examiners will provide you with notification of the required corrections. You will not receive formal notification of the recommendation of the Examiners or the required amendments from Research Student Administration. You should therefore begin the required amendments immediately after the viva. The 4 or 12 week deadline is the date by which a corrected version of the thesis should be submitted to the internal examiner for checking and approval¹.

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline you must draw this promptly to the attention of your supervisor or Postgraduate Research Tutor. In exceptional circumstances the Examinations Group may consider an extension to a correction deadline. Further advice can be found in the policy published at: <http://www.leeds.ac.uk/rsa/policies.html#thesis>

Approval of corrections by the Internal Examiner

Once you have completed your corrections you must submit these to your Internal Examiner for checking. To assist in the process of checking and approving the corrections it is strongly recommended that you provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer.

Once the Internal Examiner has approved the corrections (after consultation with the external examiner if s/he wishes to be consulted on the corrections which have been underwritten) s/he can send email confirmation to rp_examinations@adm.leeds.ac.uk or written communication to RSA. Alternatively s/he can sign the *Thesis Deposit Form* to confirm her/his agreement (see below).

At this point you can have the final thesis printed and hard bound in accordance with the *Thesis Format Regulations* (www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/regulations.html). Any PDF "eThesis" to be deposited with the University can also be prepared in accordance with the information given in the Guidance on eThesis Preparation, Copyright and Publication

¹ The final, corrected hard bound copy of the thesis must then be submitted at the Student Services Centre Counter as soon as possible and by no later than 3 months after the internal examiner has given approval to the corrections made to the thesis.

<http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html>.

Thesis Deposit Form

All students must complete the *Thesis Deposit Form* which is available from www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html. This form specifies the retention of thesis arrangements for the library and whether your thesis can be made immediately available or whether a restriction on access might be necessary. It may be necessary for you to restrict access to both your hard bound thesis and any eThesis for a specified period of time, for example where the thesis includes politically- or commercially-sensitive information or where there is a journal article, monograph or other publication from the thesis pending. Some commercial sponsors of students may require that restrictions be placed upon access to the thesis. The Library retention details on the *Thesis Deposit Form* must be countersigned by the Supervisor. In particular supervisors must review the arrangements for the retention of the thesis and whether restrictions should be put in place. If you are also supplying your thesis in PDF eThesis format (see section 7.9) the *eThesis Deposit Agreement* (page 3 of the form) must also be completed.

Submission of the final, hard bound thesis

One copy of the fully corrected hardbound version of the thesis (plus PDF copy for those students commencing study from September 2009 - see section 7.9), **with a completed *Thesis Deposit Form*²**, should be submitted at the Student Services Centre Counter.

Where the award of the degree was recommended without corrections, the final hard bound thesis¹ must be submitted at the Student Services Centre Counter by no later than 3 months after the date of the oral examination. In the case of a recommendation of editorial and presentational corrections or minor deficiencies, the final, corrected hard bound copy of the thesis² must be submitted at the Student Services Centre Counter by no later than 3 months after the internal examiner has given approval to the corrections made to the thesis. You must also check with your School and Supervisor whether a second hard bound copy is required by your School/Faculty. Some Schools hold a copy of the final thesis in a local library; in other cases a copy of the thesis is retained by the Supervisor. Where your School/Faculty also requires a copy of the hard bound thesis, arrangements for deposit of this copy should be made directly with the appropriate School/Faculty Office.

¹ Doctoral candidates commencing study in or after September 2009 are also required to submit their final thesis in a pdf form (the "eThesis"). The pdf copy must be also submitted within the timescales outlined above.

² Doctoral candidates commencing study in or after September 2009 are also required to submit their final thesis in a pdf form (the "eThesis"). The pdf copy must be also submitted within the timescales outlined above.

Payment of outstanding debts and return of library books

It should also be noted that students will be subject to the relevant debt checks before approval of award can be given. This includes fees, accommodation and Library debts. Outstanding library books will be classed as a debt and therefore books should be returned to the Library as soon as possible, or transferred to a staff account where possible.

7.8 Award of the degree and graduation

Publication of Pass List

Pass Lists are published regularly throughout the year in the Student Services Centre foyer. Your name can appear on a pass list once all the following conditions have been met:

- the examiners' report has been approved by the Graduate Board's Examinations Group at one of its meetings;
- RSA has received confirmation that the internal examiner is satisfied that any corrections required to the thesis have been completed;
- RSA has received the final, hard bound version of the thesis with a fully completed thesis deposit form;
- for students commencing study from September 2009 onwards, RSA has also received the final version of the thesis in pdf eThesis format
- all debts to the University have been paid - this includes payments of all fees and fines, and returning all library books. You must also return any borrowed equipment
- where applicable, RSA has received confirmation that taught or assessed components of the programme of study have been successfully completed.

Once your name has appeared on a pass list RSA will send you an email (to your University account) confirming the award of your degree has been made by the University and advising about the next steps for graduation etc.

Graduation

You will be required to register your graduation choice (either a ceremony or in absentia) online after you have submitted your thesis for examination. Further instructions will be provided at the time of thesis submission, but can also be found on the degree ceremonies website at: <http://www.leeds.ac.uk/graduation/conferment.htm>. Please note that registration for graduation will not be available until after you have submitted your thesis to RSA for examination¹, however you do not need to wait until your name has appeared on a pass list in order to register your graduation preference. **Attendance at a degree ceremony is not guaranteed and is subject to the satisfactory award of your degree before the relevant ceremonies.** If you have chosen to attend a ceremony but are then absent, you will be written to and asked to provide a new graduation choice by a given

¹ Please note it can take up to approximately 2 weeks before registration will be available.

deadline. If you do not provide a new graduation choice by this deadline, your certificate will be sent to you and you will no longer be entitled to attend a ceremony.

If you do not go online and register a graduation choice your certificate will be sent to you and you will no longer be entitled to attend a ceremony.

Further information and important dates are published on the RSA web site at:

www.leeds.ac.uk/rsa/thesis/students/getting_degree.html

7.9 Electronic thesis (eThesis) development for the University of Leeds

All doctoral research degree students are invited to submit the final version of their successful doctoral thesis in both the traditional, hard bound format and also in digital, pdf format (the "eThesis"). Any eThesis deposited will be allocated an ISBN by the University and housed in White Rose eTheses Online (WREO) (etheses.whiterose.ac.uk/). Storing these and making them available in an open-access repository is becoming common practice both in the UK and internationally and ensures that the theses are appropriately described, safely housed and easy to obtain. Students' these are likely to be read more widely and are immediately available and readily searchable.

Students who commenced doctoral study from 01 September 2009 onwards are required to submit an exact, digital copy of a final, successful doctoral thesis. This is mandatory for all students commencing study from September 2009 onwards. This will be a condition of award and therefore a student's name cannot be included on a pass list and the award of the degree confirmed until the eThesis has been provided.

In all cases the digital copy must be supplied in PDF format (preferably on CD) in addition to the hard bound version of the thesis. A completed eThesis Deposit Agreement must also be supplied (which is included as part of the *Thesis Deposit Form*). MPhil and Mastership by Research students cannot currently deposit their thesis/dissertation in the eThesis format.

Publication and eTheses

Publication of an eThesis immediately after successful examination for a research degree may, in some disciplines, reduce the prospects of the publication of monographs or papers by leading academic publishers or refereed journals. The advent of digital publications is affecting the approach taken by publishers. Seek advice early from your supervisor(s) - or the intended publisher of your monograph or paper - so you know whether to ask the University to embargo your eThesis from publication.

You can restrict (embargo) access to both your hard bound and the eThesis for a specified period of time. You will be asked to indicate this on your final Thesis Deposit Form. Where a publication is likely to emerge from the thesis you should restrict access to your thesis for an appropriate period to allow your work to be published. You can restrict access to your thesis for one, two, three, five or twenty years (in the case of patent pending). After the indicated period both the hard-bound copies and the eThesis will be

released. It is your responsibility to contact the University Library before the end of the embargo periods if you wish to extend the period of restriction.

To support students in this process, the University has produced *Guidance on eThesis preparation, Copyright and Publication*, which is published on the RSA web site at: www.leeds.ac.uk/rsa/thesis/students/ethesis/ethesis.html

Students should also read the further advice on Copyright published on the Library pages at: library.leeds.ac.uk/info/200174/copyright_and_licences

7.10 Referral

In the case of referral, the student is required to revise the submission, which may entail further research or any other activity required by the examiners and resubmit this for re-examination.

The examiners are required to prepare *Notes for Guidance* which are submitted simultaneously with the *Examiners' Report* for approval by the Graduate Board's Examinations Group. Schools/Examiners are not permitted to issue informal notes for guidance to the student.

The Notes will be issued to the student by RSA along with a copy of the Examiners' report after scrutiny by the Examinations Group at one of its meetings. In some cases the Examinations Group may request additional information or clarification of the *Notes for Guidance* from the Examiners to ensure that these are clear and unambiguous. Students will be kept informed where this is the case. The *Notes for Guidance* will indicate the necessary and sufficient conditions which, if complied with by the student and providing the thesis as a whole is satisfactory, will lead to a recommendation by the examiners that the degree be awarded. However, the detail given in the notes should not stifle the initiative which the student should demonstrate at this level. The notes are to assist the student in the process of revision and resubmission of the thesis but may not necessarily include specific editorial comment.

Any resubmission must take place within 18 months for a PhD, Integrated degree of PhD and Master, EdD, DBM, MD, DClinPsychol, DPaedDent, DClinDent or DHSC within 15 months for an MPhil (and 12 months for a PhD submission referred for MPhil) and within 9 months for a Mastership by Research. The referral period begins from the date the *Notes for Guidance* are issued following approval by the Graduate Board's Examinations Group. Students will receive official notification of the deadline for resubmission together with their *Notes for Guidance* from RSA. You should bear in mind that these are the maximum time limits for resubmission however you may resubmit at any point in the referral period, once the amendments have been made and the thesis is ready for submission.

A referred PhD student may, with the permission of the Head of School, choose to resubmit for the degree of MPhil. In the case the resubmission must take place within 12 months from the date of issue of the *Notes for Guidance*.

Supervisors are asked to provide up to six supervision meetings a year for referred students, but the responsibility for initiating these meetings rests with the student. In the case of international students who are no longer in the UK, supervision may take place by means other than face to face meetings. Students who wish to register and remain in the

UK whilst here on a Tier 4 General Student Visa can do so subject to the approval of their School. Students must continue to follow normal supervision meetings and attend to the satisfaction of their School.

The External and Internal Examiners do not take a supervisory role or provide guidance during the referral period. However, they may be asked to provide clarification of the *Notes for Guidance*. Students should consult with their supervisor in the first instance where clarification of the *Notes for Guidance* is required.

Suspensions and Extension during the referral period

In exceptional circumstances the Examinations Group may consider a request for a student to suspend or extend their resubmission deadline during the referral period. Students must draw promptly to the attention of the supervisor or Postgraduate Research Tutor any situation in which it may be necessary to request a suspension or extension of study.

Further advice is given in the policy published at

http://www.leeds.ac.uk/rsa/assets/word/Thesis_submissionandexamination/Suspensions_extensions_referral_Policy.doc

Resubmission

The resubmitted thesis is subject to the same process as the first examination and both the Internal and External Examiners will examine the resubmitted thesis.

Referred students will be sent a letter describing how to submit for re-examination and details of how to pay the fees for resubmission, which become payable once the resubmitted thesis is sent for examination. Students must not send their resubmission direct to the examiners. More detailed advice, along with details of the resubmission fees for 2013/2014 are included on the RSA website at:

www.leeds.ac.uk/rsa/thesis/students/referral.html.

Alongside the resubmitted thesis, students are required to supply a summary of how their revised thesis has responded to changes required by the examiners in the notes for guidance.

A second referral is not possible and the student will either pass (subject in some cases to the correction of editorial and presentational or minor deficiencies) or fail when the examiners consider the revised submission. For students who have resubmitted for the degree of PhD, it is also possible that the examiners may recommend the award of MPhil (which may be subject to the correction of editorial and presentational corrections or minor deficiencies), see section 7.6.3.

Examiners may hold a second viva if they deem it appropriate. However, the examiners may not recommend that the resubmission be failed or awarded a lower degree (i.e. award an MPhil on a PhD resubmission) without holding a second viva.

7.11 Award Statements

After your award has been confirmed (i.e. once your name has appeared on a University Pass List), if you require evidence of your award you may wish to request a statement. The

statement will confirm your registration dates, school, degree type, thesis title, award date and conferment choice (if known).

These statements are provided free of charge to former research students for the first 3 months after the date on which their name appeared on a pass list (this date can be found on the notification email issued to all research students after their name has been on a pass list). Former research students who qualify for a statement free of charge should complete a *Registration Statement Form* which can be completed at the Student Service Counter or by downloading the [request form](#) and should be returned by email to rp_examinations@adm.leeds.ac.uk.

If it has been more than 3 months since your name appeared on a pass list, statements are available to buy through the University's online store at store.leeds.ac.uk

Statement requests usually take up to 5 working days to process (please note that if you apply for a statement before your name has appeared on a pass list the 5 working day period will begin from the date of publication of the pass list).

7.12 Diploma supplement and statement

All Higher Education establishments in Europe are required to produce for all graduates a *European 'Diploma Supplement'*, a document containing personal and academic achievement information accompanied by a description about the level and nature of the award and of the awarding body. At Leeds, the *Diploma Supplement and Statement* is issued to research degree students together with their degree certificates upon graduation (either in absentia or at a degree ceremony in July or December). This applies to any research degree student who commenced study on or after 01 September 2003. A detailed information booklet is provided with the Statement and Supplement.

7.13 Doctorate Extension Scheme CAS

The Doctorate Extension Scheme (DES) allows International doctoral graduates to remain in the UK for a further 12 months after their study to undertake employment. Further information on the scheme can be found at the following link:

http://www.internationalstudentsupport.leeds.ac.uk/immigration/working_after_study/.

You must have undertaken your viva before you can apply for this scheme. Once you have completed your viva you can request a CAS using the DES CAS request form here:

http://www.internationalstudentsupport.leeds.ac.uk/assets/docs/uploads/DES_request_form.docx.

7.14 Graduate Portal

You will be able to stay in touch with University via the Graduate Portal. For more information about services available and how to access the Graduate Portal see:

<http://library.leeds.ac.uk/portal>

8 Other Useful Information

8.1 Holiday entitlement

Research students may, with prior agreement of their supervisor(s), take up to five weeks holiday each year as well as the time during which the University is officially closed. The University is normally officially closed for at least 14 days each year (during the Christmas and Easter Periods and Bank Holidays) Closure dates can be found on the University website www.leeds.ac.uk/secretariat/almanac.html

8.2 Commitment to Research Activity

It is important that a research project is completed within the standard period of study. It provides the preparation and training for a professional career and requires the same commitment to meeting objectives and timescales for the completion of work. Full-time postgraduate research students are therefore expected to work on their research project for periods of time that are comparable to a full-time academic post (the equivalent of an average of at least 37 hours a week). This does not include paid work. Part-time postgraduate research students are expected to work on their research project for periods of time equivalent to 20 hours per week. It is inevitable that your work load will be variable during the course of the year and it should be agreed with your supervisor(s). When approaching a specific deadline such as the submission of a transfer report or thesis additional hours of work will be necessary. Research students are encouraged to maintain a good work/life balance (see 8.1 for information on holidays).

Research students are, as part of their work load, expected to undertake other professional activity, for instance to attend conferences, undertake field work and other research activities outside the University during the course of their studies.

8.3 Work outside a research degree programme

The University recognises that some activity such as teaching experience or other relevant professional placements may be beneficial to the career development of the student.

Full-time students are asked to note that they are subject to a limit of 250 hours of paid activities associated with teaching or the equivalent in professional practice within the University. Students should note, however, that some sponsoring bodies (including Research Councils, Charities and other Sponsors) may impose a lower limit for paid activities per session. All students funded by such bodies are required to observe the limits imposed.

8.4 Difficulties

If you experience difficulties with your research (including difficulties over supervision) you should discuss them with your supervisor as early as possible. If you are unable to resolve the problem with your supervisor you should seek a discussion with the Faculty

Director of Postgraduate Research Studies, Postgraduate Research Tutor and/or the Head of School.

The Student Advice Centre at LUU provides confidential and independent information, support and advice to students contemplating appeals, complaints or other difficulties associated with their research degree arrangements.

The University also has formal complaint and appeal procedures.

8.4.1 Formal Complaints

A complaint can be defined as an expression of a specific concern about the provision of a course/module, programme of study, supervision or related academic service. 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.

8.4.2 Appeals

An appeal can be defined as a request for a review of an adverse academic decision of an academic body charged with decisions on student progression, assessment and awards.

There is an appeals procedure for use by research students who wish to appeal against an adverse academic decision. This is set out in the *Procedure Governing the Consideration of Appeals submitted by Postgraduate Research Students following Adverse Academic Decisions* www.leeds.ac.uk/rsa/policies.html.

8.5 Leaving the University early

You may find it necessary to leave the University either permanently or temporarily before completing your studies. You should first discuss your intentions with your supervisor(s), the Postgraduate Research Tutor or Head of your parent school. If it is agreed that you should leave permanently, you should fill in a *Leavers Form*, which can be obtained from your school.

Your student identification card must be returned to your school together with the completed *Leavers Form*.

Withdrawal from the University may affect your maintenance grant or scholarship entitlement. It is sensible, therefore, to contact your sponsor if you are considering permanently withdrawing or temporarily suspending your studies to find out how it might affect your position. If you would like advice about the implications of leaving the University permanently, or temporarily suspending your studies, you should initially contact your parent School.

Please note the University is required to report international students on a Tier 4 General Student Visa who leave or suspend to the UK Border Agency - please see section 2.2.1

8.6 Immediate temporary dismissal associated with ill health

Where it is judged by a Faculty/School/Institute that a student is suffering from serious ill health, and the student has declined to seek medical help and advice, the School can

request that the student be declared medically unfit to continue his/her programme of study. A report will be made to the relevant Office (Head of the Office of Academic Appeals and Regulations).

The case will then be forwarded to the relevant Pro-Vice-Chancellor for consideration and determination. As the circumstances allow, the student will be consulted.

8.7 Close personal relationships

It is the University's policy that when a member of staff becomes involved in a close personal relationship with a student, he or she must declare it to an appropriate senior colleague or to a third party designated by the Director of Human Resources for the purpose, in the expectation that such a declaration will be treated in complete confidence, that there will be no requirement to give details of the nature of the involvement, and that any necessary steps will be taken to facilitate the reorganisation of the member of staff's professional duties.

Specifically, in the case of research students:

- no research student will be accepted for study under the supervision of a member of staff with whom a close personal relationship exists;
- in a case where a close personal relationship develops between a research student and his/her supervisor(s) after the commencement of study, the member of staff is required to declare it to his/her Head of School, who is asked to make alternative supervision arrangements after consultation with the Chair of the Graduate Board. Failure to keep the Head of School informed will be regarded as a disciplinary matter. In a case where the Head of School is the supervisor, he/she is required to declare the relationship to the Chair of the Graduate Board who will make alternative supervision arrangements.

The Graduate Board has provided examples of what might constitute a close personal relationship as partners, spouses and close family relationships such as brothers, sisters or children.

8.8 Support for pregnant students and students with very young children

The University is committed to ensuring that any student who becomes pregnant before or during a period of study at the University is accommodated as far as possible to allow her to complete her programme of study, providing academic standards are upheld. For further information on the University policy on support for pregnant students and students with very young children, view www.equality.leeds.ac.uk/university-policies-2/ or contact the Equality Service equality@leeds.ac.uk.

A student who becomes pregnant is strongly advised to discuss the implications of this for her programme of study at an early stage of her pregnancy, particularly where elements of her programme of study might present her, or her unborn child, with a health and safety hazard. In the first instance she may approach any member of staff with whom she

feels comfortable. Advice on specific health and safety hazards for new or expectant mothers is included in the policy on support for pregnant students.

8.9 Support for students who are parents or carers

The University of Leeds believes that being or becoming responsible for a child or dependant adult should not, in itself, be a barrier to a student, or prospective student, starting, succeeding in, or completing a programme of study at the University of Leeds. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for the student do not compromise academic standards. Further information on the University policy on support for students who are parents or carers view www.equality.leeds.ac.uk/university-policies-2/ or contact the Equality Policy Unit equality@leeds.ac.uk.

8.10 Support for disabled research students

As a disabled student you may be eligible to additional support and reasonable adjustments. The University through teams within Disabled Students Assessment and Support offers specialist support including information, advice and guidance sessions, modified exam arrangements, assessment of needs, support workers and transcription if required. Further information and a booklet about support for disabled research students at Leeds is available on the RSA website: www.leeds.ac.uk/rsa/support/disability.html

We work with students who:

- are deaf or hard of hearing
- are blind or partially-sighted
- have a physical disability, and/or mobility difficulties
- have a specific learning difficulty (for example, dyslexia or dyspraxia)
- have a developmental learning or behavioural condition (for example, AD(H)D)
- have an autism spectrum condition (for example, Asperger Syndrome)
- have a mental health condition
- have a long-term medical condition (for example, chronic fatigue syndrome, asthma, epilepsy, diabetes, cancer from the point of diagnosis, HIV)
- have a combination of these

To access the support services listed below you may need to apply for additional funding. For research students this may be through Student Finance England, through RCUK, or through your funding body or sponsor (we can advise you on funding). The service provided may include:

- A full assessment of your disability-related support requirements
- one-to-one strategy support
- transcription services for blind or partially-sighted students (to convert academic information into accessible formats, including Braille, large print, e-text and audio)

- sign language interpreting
- Specialist Mentor and/or Personal Assistant and/or Note-taker support

You don't need to wait until you arrive in Leeds before you contact us. If you get in touch we can start to arrange your support in advance.

Tel: 0113 343 3927

Textphone: 0113 343 2616

Calls via RNID Typetalk are welcome.

disability@leeds.ac.uk or www.equality.leeds.ac.uk

Disability support in schools and faculties

The University has a network of Disability Contacts within academic schools and faculties. The Disability Contact is responsible for liaising with the Disabled Student Assessment and Support with regard to individual disabled students, and will work with relevant staff members, including supervisors and PGR tutors, to ensure that appropriate arrangements are put in place for you within the department. Disability Contacts carry out this role on a part-time basis and these responsibilities sit alongside their other academic and/or non-academic responsibilities.

The full list of Disability Contacts can be found at: www.equality.leeds.ac.uk/about-us/whos-who/disability-contacts/

8.11 Leeds University Union

LUU is a not for profit organisation; any profit made from commercial operations is reinvested into providing services for student members. LUU operates a range of shops, bars as well as nightclubs and special events. Events and services are developed in response to student need so if you can't find the right thing for you, get in touch.

A Students' Union exists to represent students to the University, the media, outside organisations and to provide key services. Leeds University Union (LUU) is a vibrant social hub at the heart of campus, offering a range of exclusive facilities and services to its members. It is led by six full-time Student Executive Officers who are elected annually by students.

Research students automatically become a member of LUU upon registering with the University. LUU represents student views to the University and works with them to make positive changes for all of its members. Through an effective democratic and representational system, all students have the chance to make their voice heard, through School reps, Halls reps or Community reps. The Union holds 'Better Forums' every term, where students have an opportunity to suggest ideas of how to improve the Union, the University or the City. Ideas passed at these "Better" forums become policy and are mandated to be acted upon by the six Student Executives.

The Union offers a wide range of facilities to help students get exactly what they want from their time at University. Help and guidance is free to all students through the Student Advice Centre, and there are opportunities to meet new people through the 300 clubs and societies, ranging from faith and culture groups to sports clubs, volunteering and departmental to name a few. Other activity includes award winning student media outlets and a student employment

service. Find out more about these opportunities and the range of services offered to students by going to www.leedsuniversityunion.org.uk. The Union also supports the Leeds University Union Postgraduate Society (LUUP) which welcomes all postgraduates, new and returning, from across the university. The society organises social events and networking opportunities for postgraduates, to help welcome, support and represent students during their studies. It's a fantastic way to meet fellow postgraduate students and membership is open to all students at the university, from mature students to those with families, more information can be found by emailing contact.luup@gmail.com

8.12 Careers Centre

The Careers Centre at the University of Leeds can help you through the three stages of career management-deciding, planning and competing. Whether you want to follow an academic career or explore options outside of academic research and lecturing the Careers Centre can give you information, advice and guidance.

Contact the Careers Centre anytime between 9 am and 5 pm by telephone or by calling in. If you prefer to use our online advice service the address is: eguidance.leeds.ac.uk

Careers Centre staff can:

- Give you information and advice related to deciding ,planning and competing for your career
- Signpost you to resources including those specifically for research students.
- Review CVs and applications.
- Book you in for a practice interview.
- If you feel you need a more in depth discussion with a Career Consultant about your career planning and decisions then this too can be booked for you.

There are hundreds of events to help students at every stage in their career planning process. Details of these workshops, fairs and mock interview sessions are listed on our website. This site also has a comprehensive, regularly updated job board which contains a whole range of vacancies for graduates and postgraduates.

The Careers Centre also runs a series of seminars specifically aimed at researchers covering the following areas:

- Career Planning
- Building an academic career
- CVs and applications
- Recognising and articulating your skills- finding and applying for jobs outside academic research
- Leadership skills development
- Interview skills

For further information and contact details see the Careers Centre website: www.careerweb.leeds.ac.uk.

9 Regulations, codes, policies and procedures for research degrees

This section draws together the key regulations, procedure and policy documents that apply to research students at Leeds. Some of these are specific to research degree students, others apply to both taught and research students, and some apply to research students in their role as staff members and active researchers.

The Policies section of the Research Student Administration website provides direct links to all the documents mentioned below: www.leeds.ac.uk/rsa/policies.html

9.1 Formal Regulations and Codes of Practice

See www.leeds.ac.uk/rsa/policies.html#formal

- Code of Practice for Research Degree Candidatures
- Faculty Protocols for the implementation of the Code of Practice for Research Degree Candidatures
- Ordinance and Regulations and Programmes of Study for Research Degrees
- IPR and Student Contract
- University General Academic Regulations
- University Code of Practice on Data Protection
- Code of Practice for Postgraduate Research Students Engaged in Teaching

9.2 Progress and Monitoring (see also sections 5 and 6 of this Handbook)

See www.leeds.ac.uk/rsa/policies.html#progress

- Attendance monitoring guidance (for Research Students)
- Suspensions/Extensions of Study - policy
- Students enrolling on taught modules

9.3 Thesis and Examination (see also section 7 of this handbook)

See www.leeds.ac.uk/rsa/policies.html#thesis

- Format for the Presentation of Theses for Research Degrees
- Thesis titles
- Guidance on the Use of Solely or Jointly-Authored Publications within a Thesis Submission
- Guidelines on eThesis preparation, Copyright and publication

- Submission of a Thesis in a Language other than English
- Policy for the use of videoconferencing, Skype etc for the viva examination
- Guide for External Examiner Briefing
- Policy on suspensions/extensions in the referral period and extensions to the corrections deadline

9.4 Complaints, Appeals and Disciplinary Matters

See www.leeds.ac.uk/rsa/policies.html#complaints

- General University Disciplinary Regulations
- Student complaints procedure
- Procedure Governing the Consideration of Appeals submitted by PGR students following Adverse Academic Decisions
- Procedures for investigating plagiarism in research degree work (also, Guidance on the University procedures for investigating plagiarism in research degree work)
- Cheating, Plagiarism, Fraudulent or Fabricated Coursework, and Malpractice in university examinations and assessments (for those programmes with a taught element)

9.5 Engaging in Research

See www.leeds.ac.uk/rsa/policies.html#research

- National Researcher Development Framework
- Protocol for investigating and resolving allegations of misconduct in academic research
- Procedures for investigating plagiarism in research degree work (also, Guidance on the University procedures for investigating plagiarism in research degree work)
- Exploitation and Intellectual Property Rights
- Policy on Safeguarding Data
- Research Ethics - policy, good practice and advice, ethical review forms, training
- Research Ethics - training and support from SDDU
- Code of Practice on Data Protection
 - Appendix I: Data Protection Act 1998
 - Appendix II: Guidelines for Retention of Personal Data
 - Appendix III: Request Form for Access to Personal Data
- Policy on Publication
- Proof Reading Policy

9.1 For Supervisor(s), PGR Tutors and Examiners

- Eligibility for Research Degree Supervision
- Guidelines on Procedures and Best Practice for a Transfer Assessment Panel
- Eligibility to act as an Internal and External Examiner's for Research Degrees
- Criteria for the Appointment of Postgraduate Research Tutors

9.6 Staff undertaking PhDs

See www.leeds.ac.uk/rsa/policies.html#staffphd

- Arrangements for part-time research degree study at Leeds by members of Leeds University staff
- PhD by Published Work (staff only - eligibility criteria apply)¹

9.7 Other relevant University Codes and Policies

See www.leeds.ac.uk/rsa/policies.html#other

- Regulations for Use of Library
- Conditions for Use of Computer Systems
- Use of Electronic Networks and Communications
- Equality and Diversity Policies
- Code of Practice on Harassment, Bullying and Discrimination
- Code of Practice on Whistleblowing
- Students with Criminal Records: Policy Statement
- Health and Safety for PG students
- Student Mental Health
- Drugs in Brief
- Code of Practice on Student Health and Conduct

9.8 Useful Information provided by External Bodies

QAA/NUS The UK Doctorate: a guide for current and prospective doctoral students. This guide includes information on the regulations that provide the framework for doctoral degrees. The guidance is intended to be helpful for those students who are studying, or are thinking about commencing, a doctoral degree programme. See:

http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Doctorate_Guide.pdf

¹ The PhD by Publication route for staff will be withdrawn from 2014-15. Please contact RSA for further advice.

10 Student Services: useful contact details

The following pages contain useful contact information for a wide range of services available to research students.

[Student Services Centre, Arnold and Marjorie Ziff Building](#)

The Student Services Centre joins together various areas of student administration, which include:

- Counter service for student enquiries
- Research Student Administration
- Taught Student Administration
- Accommodation Service
- Student Financial Administration
- Student Systems Administration

www.leeds.ac.uk/studentservicescentre/index.htm

[Accommodation Services](#)

Helps students find suitable University accommodation

Tel: +44 (0) 870 120 0189

www.leeds.ac.uk/accommodation

[Careers Centre](#)

Offers advice, information and events for students

Tel: 0113 343 5295

<http://careerweb.leeds.ac.uk/>

[Chaplaincy](#)

Tel: 0113 343 5071 (general enquiries)

Tel: 07780 613862 (out of hours)

www.leeds.ac.uk/chaplaincy

[Childcare Centre \(Bright Beginnings\)](#)

Offers high-quality care and education with 144 Nursery places for children aged between 3 months and 5 years or whenever they go to school and a 56 place play-scheme for children aged between 3 and 11 years.

Tel: 0113 343 1818

Email: a.s.foley@leeds.ac.uk

www.brightbeginningschildcare.co.uk

Disabled Students' Assessment and Support

Assessment Centre

If you apply for Disabled Students' Allowances (DSA) you will probably come and see us. Our main job is to help students understand and express how their disability affects their studies, and from this come up with individualised recommendations on disability support, strategies and adjustments that act as a guide to the student, their institution and funding body. All this information is used to produce an individualised Needs Assessment Report that guides what support that the student can access from DSA and at University. We also provide advice and guidance about DSA.

The Centre is accredited by DSA-Quality Assurance Group, who monitors the standards of Assessment Centres across the UK. This means that we meet all the conditions set by funding bodies (for example, Student Finance England). We also receive a positive approval rating of over 90% from the students we see.

For further information, email assessmentcentre@leeds.ac.uk or call 0113 34 37252 / 37537.

The Disability Team

The Team provides a range of guidance and advice to disabled students and the University around reasonable adjustments. Visit the [Equality Service](#) website for further information. You will need to provide us with some evidence of your disability, such as a diagnostic assessment or a letter from your GP or consultant about your condition.

The University can provide some services to disabled students free of charge, whilst others are charged for. Home students can apply for Disabled Students' Allowances to cover costs - see the [Equality Service](#) website for further information. International students will need to discuss with us how to fund reasonable adjustments, if this is required. You do not need to wait until you arrive in Leeds before you contact us. In fact, it is helpful if you contact us as soon as possible to enable us to discuss your reasonable adjustments and support requirements.

For further information contact:

Tel: (0113) 343 3927 (reception)

Text phone (for minicom users only): (0113) 343 2616

Fax: (0113) 343 3944,

Email: disability@leeds.ac.uk,

Web: www.equality.leeds.ac.uk/

The Support Worker Team

The Support Worker Team provides support to disabled students, including those with dyslexia, through our 4 support schemes, as set out below.

Note-Taking - note-takers take notes on behalf of individual disabled students in lectures, seminars and other learning settings. Electronic note-taking is also available for students who require access to an electronic copy of their notes.

Mentors - mentors support students with various academic related tasks, including workload management, time planning, making sense of coursework requirements and the maintenance of focus and motivation. They may also help students to liaise with departments and other University services.

Personal Assistants (PAs) - PAs provide practical support to assist students with the completion of academic tasks. This includes supporting students to navigate campus and to access the necessary resources such as lecture theatres, libraries and computer clusters.

Disability Strategy Support (DSTs) - DSTs are specialist tutors who work with disabled students, including those with dyslexia. They assist with the development of long term academic strategies and skills, specifically tailored to the needs of the individual student, which will benefit the student throughout his/her studies and beyond.

To access the support listed above students must secure specialist funding - for most students this will be Disabled Student's Allowance, but this will vary depending upon the student's particular circumstances.

To find out more about the support and how you might access the funding please contact the Support Worker Team at supportworkerteam@leeds.ac.uk

The Mental Health Team

The Mental Health Team provides a range of services to those students who are experiencing an existing or emerging mental health difficulty.

This is a free and confidential service offered by the University to support you in your personal and academic life while here at the University and beyond, empowering you to achieve your potential by supporting you in addressing some of the difficulties or concerns you may have. If we cannot help you directly we will know a service that can and we will support you in accessing an appropriate service either within the University or through an external/ community agency in Leeds.

For further information contact smha@leeds.ac.uk or call 0113 343 7458.

The RNIB & University of Leeds Transcription Centre

The RNIB & University of Leeds Transcription Centre specialises in academic transcription. Blind or partially-sighted staff and students, schools and other services across the University can access the service.

Formats on offer include: Braille, e-text, large print, digital audio and tactile diagrams. For information on prices and timescales, please contact Vibi Rothnie, Transcription Centre Manager on 0113 343 3928/3929 or email: leedstrans@rnib.org.uk

Graduate Training and Support Centre (Staff and Departmental Development Unit)

Offers a wide range of training and development opportunities for research students

E-mail: gtsc@leeds.ac.uk

www.leeds.ac.uk/sddu/gts

Information Systems Services

Provides IT and computing facilities; Help Desk Service

Tel: 0113 343 3333

www.leeds.ac.uk/iss/

International Student Office

Provides advice and practical help for international students and their families, including advice on visa issues. Also organises a social programme offering opportunities for international and home students from different cultural backgrounds to meet and take part in intercultural activities together.

Tel: 0113 343 3930

<http://www.internationalstudentsupport.leeds.ac.uk/>

Language Centre

Provides high quality language training and support

Tel: 0113 343 3251

http://www.leeds.ac.uk/arts/info/125008/english_language/1768/courses/5

Leeds Student Medical Practice

Students can register with a GP at the Leeds Student Medical Practice if they are: a University student, (or their partner or child), AND live in University Accommodation in Leeds OR private accommodation in postal areas LS1 to LS7 or LS16 South of the Ring Road.

Tel: 0113 295 4488

www.leeds.ac.uk/lsmpr

Library

General enquiries

Tel: 0113 343 5663

<http://library.leeds.ac.uk/>

Leeds University Union (LUU)

www.leedsuniversityunion.org.uk

Helpdesk telephone: 0113 380 1400

Email: luuhelpdesk@leeds.ac.uk

Provides a wide range of services including:

LUU Student Advice Centre - for professional support including academic, money and housing advice

Tel: 0113 380 1290

E-mail: advice@luu.leeds.ac.uk

LUU Nightline - telephone listening and information service every night of term

Listening Line: 0113 3801 1381

Information Line: 0113 3801 1380

Website: www.leedsnightline.co.uk

E-mail: nightline@leeds.ac.uk

LUU Joblink - online and on campus job agency

Tel: 0113 380 1329

E-mail: joblink@luu.leeds.ac.uk

LUU Clubs and Societies - range of activities to get involved in.

Includes groups for student parents, part-time students and mature students as well as sporting, cultural and volunteering groups.

Print and copy bureau

Provides audio-visual & print services; thesis binding

Tel: 0113 343 2668

<http://pcb.leeds.ac.uk/for-students/>

Research Student Administration (incorporating Postgraduate Scholarships)

Administers research student admissions, centrally funded University postgraduate scholarships, registration, thesis submission and examination

Tel: 0113 343 4002 or 343 4003

Tel: 0113 343 4007 (PG Scholarships)

www.leeds.ac.uk/rsa

Safety Advisory Services

Provides health and safety information for students

Tel: 0113 343 4201

www.leeds.ac.uk/safety

Security Services

Tel: 0113 343 5494 (general enquiries)

0113 343 2222 (emergencies)

Sport Leeds

Tel: 0113 343 5080

<http://sport.leeds.ac.uk/>

Student Counselling Centre

Advice for students to support personal development and promote wellbeing

Tel: 0113 343 4107 for general enquiries (out-of-hours answerphone)

www.leeds.ac.uk/studentcounselling/

Student Financial Administration (including Financial Aid and Accounts Receivable)

Accounts Receivable can provide advice on accommodation fees, tuition fees and academic fees (for sponsored students). Contact the representative for your Faculty.

Accounts Receivable Tel: 0113 34 + extension below

Arts	35797
Biological Sciences	35798
Business	31830
Engineering	36055
Environment	36054
Education, Social Sciences & Law	35965
Maths & Physical Sciences	36022
Medicine & Health	36059
Performance, Visual Arts & Comm	36056

Financial Aid

General enquiries 36055

www.leeds.ac.uk/studentservicescentre/financial_admin/index.htm

Taught Student Administration

Administers taught student registration, examinations, graduation, record management

www.leeds.ac.uk/ssc

Annex I

University Code of Practice for Research Degree Candidatures

(with effect from session 2013/14)

Within this Code, Deans may delegate some of their responsibilities to the Faculty Director of Postgraduate Research Studies, to Heads of Schools and / or Postgraduate Research Tutors within the Faculty.

1. General

Postgraduate research students are an essential part of the research activity at Leeds. Most candidates are early career researchers who will receive relevant research and generic training to enable them to enter a variety of fields upon completion of their degrees. However, the University also recognises that some candidates will already have significant skills and research experience. This Code sets out a framework of shared responsibilities between the University, supervisors and candidates with the aim of delivering successful research degree programmes according to national and international expectations and to inspire all our research students to develop their full potential.

This Code of Practice also outlines for research degree candidates the minimum standards they can expect in connection with the supervision of their research degree study at the University of Leeds. Deans of Faculties are responsible for the provision of the resources to implement the University Code of Practice. The University Code will be supplemented by Faculty Protocols covering the practices of individual Faculties (http://www.leeds.ac.uk/rsa/graduate_board/protocols.html). More detailed information on arrangements may also be available, in some cases, at School level. Faculties must ensure that both the University Code and Faculty Protocols for its implementation are made available to research students and academic staff.

2. Management Structure

2.1 The Dean of Postgraduate Research Studies maintains strategic oversight of the Postgraduate Research student experience and works through the Graduate Board to develop policies that maintain and assure the academic standards of research degree awards and enhance the experience of students.

2.2 It is essential that each Faculty should have in place an adequate management structure for handling postgraduate matters. Each Faculty has a Graduate School Committee and the Faculty Deans may allocate responsibilities via the Faculty Graduate School Committee and the Faculty Director of Postgraduate Research Studies to Schools or to other appropriate units within the Faculty (see note 1). There should be at least one Postgraduate Research Tutor (see note 2) in each

School who (subject to the overall responsibility of the Faculty Director of Postgraduate Research Studies and the Head of the School) has general responsibility for co-ordinating admission, pastoral care, recording and monitoring of progress and attendance of research students (with absence being reported) and for liaison with Research Student Administration. In some cases, the Postgraduate Research Tutor may report to a School Postgraduate Research Committee or other formal body within the School as well as the Faculty Graduate School Committee. There must always, however, be a clear and effective method for report and discussion of individual matters and matters of policy (see note 3) which must be described in the relevant Faculty Protocol for the implementation of the University Code of Practice for research degree candidatures.

3. Admission

- 3.1 The minimum requirements for entry to research degree study are stated on the University web site http://www.leeds.ac.uk/rsa/prospective_students/apply/entrance_requirements.html as well as in the Ordinance and Regulations for research degrees <http://www.leeds.ac.uk/rsa/handbooks.html>. Applications for admission to postgraduate research will be considered under arrangements specified by the Faculty Graduate School Committee. The consideration of applications will normally be undertaken by the Postgraduate Research Tutor and potential supervisor. An acknowledgement should be sent on receipt of an application and the Postgraduate Research Tutor should ensure that the application is considered expeditiously. At least two members of staff will be involved in the consideration of each application (see note 4). Where practicable, an interview should take place. The suitability and qualifications of all applicants should be carefully considered in the light of the entry requirements for the particular degree programme and other requirements of the University (eg English language requirements). Appropriate expertise for supervision and adequate resources must be available (e.g. equipment, library collections, and computing facilities and software) for the proper conduct of the research and applicants should be accepted only where appropriate expertise for supervision and adequate resources are available. Arrangements must be in place to consider any potential ethical issues.
- 3.2 Accreditation for Prior Learning (APL) will be considered in respect of the taught components of a research degree programme only. Applications will normally be made at the time of admission and considered by the relevant Faculty/School in accordance with the procedure set out in the programme of study specification http://www.leeds.ac.uk/rsa/graduate_board/pos.html. Graduate Board will be advised of any decisions taken. APL is not permitted, in any circumstances, against the research thesis or thesis preparation components.
- 3.3 Where the applicant's first language is not English, steps should be taken to ensure (for example from the results of tests taken by the applicant) that he or she has a sufficient grasp of the language to embark on the research, bearing in mind the

demands of the discipline and the University's Regulations (see note 5). Where students have satisfied the English language requirements, but further English language training needs are identified after admission, it should be ensured that appropriate arrangements are made (see note 6) and these are included in the training needs analysis and training plan (see 4.3 (vi) and 4.6(i) below).

- 3.4 Formal offers of admission, which will include any conditions to be met prior to entry, can only be made by Research Student Administration acting on behalf of the University's Graduate Board. Postgraduate Research Tutors should make clear recommendations on matters such as the need for preliminary or additional courses and the charging of bench fees so that these can be specified in the offer and brought to the attention of the student and sponsors where relevant (see note 7). A summary of the University Code of Practice on Research Degree Candidatures will be drawn to the attention of candidates with their offer of admission.

4. Supervision

- 4.1 It is the responsibility of the Dean of the Faculty, the Faculty Director of Postgraduate Research Studies or the Head of the School (see note 8) to recommend suitable supervisors for appointment by the Graduate Board (see note 9). Where co-supervisors are appointed, one is to be identified as the main supervisor. The Graduate Board requires members of staff to attend a course on research degree supervision organised by the University before being recommended for appointment as a supervisor
<http://www.leeds.ac.uk/rsa/policies.html#supervisors>.
- 4.2 Supervisors will be provisionally appointed at the time that a student receives a formal offer of admission by the University, and this will be confirmed or, where appropriate, alternative arrangements made when the student registers. Where only one supervisor is appointed for a student an Advisor will also be appointed by the Head of School (see note 8). It is normally the responsibility of the Head of the School to ensure that no supervisor is overloaded with supervisory responsibilities and the position of individual members of staff should be reviewed regularly. Where this responsibility rests elsewhere, the position must be clearly explained in the Faculty Protocol (see note 10).
- 4.3 The responsibilities of a supervisor may be summarised as follows:
- (i) ensuring that the student is introduced to the facilities of the Faculty or School and the University that are relevant to the research and that he or she is fully aware of relevant Health and Safety regulations (see note 11);
 - (ii) assisting the student in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship must be carefully considered;
 - (iii) assisting the student to clarify the research question which the study seeks

- to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;
- (iv) ensuring, in consultation with the Head of School (see note 8), that the student has access to the necessary facilities for the research;
 - (v) approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to students that the University attaches great importance to the timely completion of research;
 - (vi) conducting, with the student, a training needs analysis within one month of commencement of study and agreeing a training plan www.leeds.ac.uk/rds/assets/word/Forms/training%20plan.doc;
 - (vii) reviewing the training plan regularly (at least annually) and assisting the students in identifying other training needs and in reflecting upon their personal development, for instance by reference to the Statement on Learning Outcomes http://www.leeds.ac.uk/rsa/graduate_board/pos.html;
 - (viii) where the programme contains subject specific modules, directing the student through the relevant programme of courses;
 - (ix) seeking to ensure that the student receives available research training (e.g. by attendance at courses) which may be necessary or appropriate in the individual case;
 - (x) making students aware of any relevant Research Governance requirements and ethical procedures and ethical review;
 - (xi) making students aware of the University's policy on Safeguarding Data - Storage, Backup and Encryption http://iss.leeds.ac.uk/info/362/policies/782/policy_on_safeguarding_data;
 - (xii) agreeing a supervisory programme with the student and arranging regular meetings with the student (see 4.8 below);
 - (xiii) ensuring that, where appropriate, the student is aware of the Faculty/School arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;
 - (xiv) preparing regular reports on the student's progress (see 6.1 below);
 - (xv) Ensuring, in partnership with the student, that there are written records of formal supervisory meetings on the Postgraduate Development Record (PDR) <https://www.pdr.leeds.ac.uk/>;
 - (xvi) commenting within a reasonable time on written work submitted by the student;
 - (xvii) otherwise advising generally on the research and preparation of the thesis;
 - (xviii) alerting the Postgraduate Research Tutor, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a student;

- (xix) reporting to the Postgraduate Research Tutor any suspected instance of research misconduct including plagiarism;
 - (xx) ensuring that the student receives written feedback on the assessment of progress, and to draw to the attention of the student problems when they arise, (where necessary this should be done in writing);
 - (xxi) taking action to bring to the attention of the Postgraduate Research Tutor any concerns about a student's unsatisfactory progress;
 - (xxii) reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the student in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the student in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the student to act on any comments received. Any planned periods of absence by the supervisor from the University should be taken into account;
 - (xxiii) keeping the Head of School informed of any absences likely to impact upon time available for supervisory duties;
 - (xxiv) sending forward recommendations for the appointment of Examiners to the Faculty/School Postgraduate Research Tutor;
 - (xxv) ensuring that the student is aware of the University arrangements for the examination of research degree theses;
<http://www.leeds.ac.uk/rsa/thesisubmissionandexamination/thesisubmissionandexamination.html>
and the time limits for submission and ensuring that the student receives appropriate guidance about the oral examination including, where requested, a "mock viva";
 - (xxvi) reporting to the Faculty/School when there has been no contact with an individual research student or when there has been a pattern of absences which is affecting the student's progress or causing concern for the student's well-being in accordance with the University's attendance monitoring policy <http://www.leeds.ac.uk/rsa/policies.html#progress>.
- 4.4 In circumstances where supervisors leave the University they must ensure that, prior to their departure, the Head of School is notified. In this situation, the Head of the School (see note 8) must satisfy himself / herself that alternative and acceptable supervision arrangements are recommended to the Graduate Board <http://www.leeds.ac.uk/rsa/policies.html#supervisors>.
- 4.5 Where the supervisor is likely to be absent from the University for an extended period, the Head of School (see note 8) should ensure that some appropriate arrangements are made for advising the student and that the progress of a research student is not detrimentally affected by the absence of the supervisor. Where the absence exceeds three months, an alternative supervisor or co-

supervisor must be appointed.

4.6 Students have responsibilities as follows:

- (i) To reach agreement with the supervisor on an appropriate training plan
- (ii) to carry out research effectively, to attend the University, to present work regularly and to an adequate standard in an appropriate form and against an agreed timescale taking into account any holiday entitlement
<http://www.leeds.ac.uk/rsa/handbooks.html>;
- (iii) to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;
- (iv) to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend for formal supervision meetings;
- (v) to submit, when requested, regular written summaries of overall progress to their supervisors or, where appropriate, Research Support Group, Postgraduate Research Tutor or Head of School;
- (vi) to comply with normal working arrangements in the School;
- (vii) to discuss with their supervisor whether any teaching work undertaken will adversely affect the time available for the conduct of the research and make appropriate arrangements;
- (viii) to comply with Health and Safety requirements;
- (ix) to comply with any ethical requirements or appropriate Research Governance www.leeds.ac.uk/ethics;
- (x) to comply with the University's policy on Safeguarding Data - Storage, Backup and Encryption
http://iss.leeds.ac.uk/info/362/policies/782/policy_on_safeguarding_data;
- (xi) to take measures to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor;
- (xii) to be familiar with the regulations and procedures of the University relevant to research degree candidatures and to comply with them
<http://www.leeds.ac.uk/rsa/index.html>;
- (xiii) to ensure that they complete registration and make payment of fees at the appropriate times;
- (xiv) to make use of relevant facilities provided by the University and abide by the regulations specified for the use of these facilities;
- (xv) to assist the University in keeping their personal record up to date by cooperating fully with administrative procedures;
- (xvi) to promptly draw to the attention of the supervisor or Postgraduate Research Tutor when there is a situation where it may be necessary to

request a suspension or extension of study. If appropriate, documentary evidence should be provided (eg medical certificate);

- (xvii) to consult with the Postgraduate Research Tutor or appropriate senior member of staff within the Faculty or School, in confidence, if they have serious concerns about the student/supervisor relationship;
- (xviii) to discuss with the supervisor, in good time where possible, should they wish to be away from their research activity for a substantial period (eg in the case of a full-time student for more than five working days);
- (xix) to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
- (xx) To ensure that at all times they observe high standards of academic conduct and integrity and are aware of the consequences of failure to observe the University's requirements.

4.7 Students are encouraged to keep Personal Development Plans.

4.8 The requirement is that a full-time research student will have a minimum of 10 supervision meetings (see note 12) a year. The relevant number for part-time students is 5 a year. However, the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas. Faculty Directors of Postgraduate Research Studies are encouraged to specify the minimum number of meetings required in the relevant areas subject to meeting the minimum requirements specified by the University in this Code. Notes should be kept of all formal supervision meetings.

4.9 In order to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study. Full-time students will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 5 a year). The meetings must be recorded and may take place in a variety of forms (for example in face to face meetings when the student is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (eg skype) or email where appropriate). It is the responsibility of the candidate to initiate these meetings and to provide the supervisor(s) with written drafts of the thesis for comment by the supervisor within an agreed timescale.

5. Supervisory Support

5.1 There are 2 main models of supervision :

Model 1: Co-supervision

Either (a) one main supervisor together with a Research Support Group of between 2-3 (which may include individuals from outside the School or external to the University); the Research Support Group is advised to meet with the student every 6 months to

review progress and to discuss this with the student.

or (b) one main supervisor with a co-supervisor(s) (who may be external to the University).

Model 2: One main supervisor together with a Mentor/Advisor (who may also attend supervision meetings and must be a member of staff of the University) from whom advice might be sought and to whom problems might be referred.

The model of supervision adopted for a particular candidate may change during the period of study.

- 5.2 Whatever model of supervision is adopted there should be a procedure in place for offering postgraduate research students the opportunity to meet, at least annually, in the absence of the supervisor(s), with the Postgraduate Research Tutor or Head of School (see note 13) to review progress, discuss this with the student and to enable the student to comment upon the nature of the supervision received and to draw attention to any matters of concern. Where the Postgraduate Research Tutor/Head of School is the supervisor a nominee should be appointed. There should be a mechanism in place within the School/Faculty, which is clearly publicised, to enable students to seek independent sources of advice when a student/supervisor relationship is not working well.
- 5.3 Regular reports should be made by the supervisor and by the appropriate supervisory support team on the student's progress as required in the Code of Practice.

6. Formal assessment and monitoring

- 6.1 There should be regular written reports by the supervisor on the student's progress. As a minimum, there should be a report at the mid-point of the first year of the candidature (see note 14), at the transfer stage and at least annually thereafter. The Reports should include a review of progress on the agreed training plan. Reports should be considered by the Faculty Graduate School Committee, the Postgraduate Research Committee or other formal body adopted by the Faculty or School. It is essential that the student should be given clear information in writing on the assessment of progress. Where progress is deemed to be unsatisfactory, the student should be interviewed by the Postgraduate Research Tutor and the supervisor and specific instructions and objectives given. The student should be advised that failure to meet those requirements may lead to a recommendation for the termination of the candidature.
- 6.2 Research candidatures which are intended to lead to a Doctoral award are subject to a process whereby the student is formally assessed and, if successful in the assessment, is 'transferred' to a specific degree category after an initial, provisional stage. The assessment at the 'transfer' stage is intended to identify whether the individual student and the research project have the potential for research at Doctoral level and also whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation. Students are required to submit reports within a time scale prescribed by the

School/Faculty, which are considered by assessment Panels which must comprise a minimum of two individuals and include at least one independent individual who has not been involved in the supervisory support arrangements for the student. These arrangements, however, do not preclude a member of the supervisory team from serving as a member of the assessment Panel. At least two members of an assessment Panel (including the independent assessor) should be from the same or from a cognate subject area or discipline to the work submitted by the student. The decision on transfer should be based on evidence as prescribed by the Faculty Protocol for the implementation of the Code of Practice. This must include the agreed training plan, record of training and information about skills development, ethical issues with the research and periodic reports by the supervisor(s). The student must provide a written submission which will include a planned schedule for the work and might also include a synopsis of the work already carried out, a sample chapter and other written or experimental work. The student must be interviewed by the assessment Panel and this should take the form of a viva voce examination. It is important that the University's prescribed time-limits for 'transfer' decisions are adhered to. These time limits are prescribed by the University for each doctoral programme of study and are published in the relevant programme of study specification on the University website http://www.leeds.ac.uk/rsa/graduate_board/pos.html. The decisions that may be made by transfer panels are:

- (i) in the case of Provisional candidatures for Doctoral degrees or Postgraduate Research candidatures, transfer to Doctoral registration;
 - (ii) in the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to M Phil registration;
 - (iii) on the first occasion that the work is assessed, and provided that the University's prescribed time limit allow, deferral of a decision about transfer for a limited period to permit the work to be revised and then reassessed;
 - (iv) a decision that the candidate withdraw from a research degree candidature.
- 6.3 The decision on transfer must be recorded in writing, agreed by all the members of the assessment Panel and signed by either the Chair or the independent assessor, and will contain a brief assessment of the student's progress. In all cases the student must receive a copy of the decision made by the assessment Panel in writing.
- 6.4 The Faculty Director of Postgraduate Research Studies or Head of the School, as appropriate (see note 8): (i) should keep a comprehensive record of the student's candidature, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) having a bearing on the student's progress; (ii) have overall responsibility for ensuring that formal assessment and monitoring of progress takes place and that any emerging

issues are addressed.

- 6.5 The Faculty Director of Postgraduate Research Studies or Heads of Schools, as appropriate (see note 8) are strongly encouraged to make provision for research students to present their work regularly at seminars involving staff and other research students.

7. Student Representation, Feedback and Channels of Communication and Complaints (see also 5.2 above)

- 7.1 The Faculty Director of Postgraduate Research Studies or Heads of Schools, as appropriate (see note 8) should ensure that postgraduate research students, are represented on the postgraduate or other relevant school staff-student committee and on the Faculty Graduate School Committee and that adequate opportunity is given to discuss issues affecting them. Student representatives will not be involved in the consideration of matters relating to individual student cases.
- 7.2 Students should make use of the University Complaints Procedure (which is published on the University website <http://www.leeds.ac.uk/rsa/policies.html#complaints>) if they are dissatisfied with any aspect of their supervision or with facilities available for their research. They should be encouraged first to consult the supervisor or the Postgraduate Research Tutor and, after the outcome of that consultation, to make use of the University Complaints Procedure, where appropriate.
- 7.3 The University has in place a procedure governing the consideration of postgraduate research student appeals (which is published on the University website <http://www.leeds.ac.uk/rsa/policies.html#complaints>). All Faculties should have in place arrangements for considering an appeal against an adverse decision affecting the student's progress (for example refusal to recommend transfer from the provisional category or a recommendation for discontinuance of study). Consideration of appeals against the outcome of the final examination will be considered at University level.
- 7.4 The University regularly surveys students about their experience and satisfaction with arrangements and facilities for research degrees and all research students are invited to participate.

8. Minimum standards of facilities provision for full-time students

As a general principle, the Graduate Board has specified that access to facilities such as printing, photocopying and common room facilities for research students should be commensurate with the requirements for the research. A clear statement on these matters should be included in the Faculty Protocol for the implementation of the Code of Practice

http://www.leeds.ac.uk/rsa/graduate_board/protocols.html.

Issues related to the appropriate resources for the proper conduct of the research (e.g. equipment, library collections and computing facilities and software) must be considered prior to the acceptance of the student (see 3 above).

Faculties and Schools should provide the following for all full-time research

students who request or require them:

- Sufficient flexible work and storage space
- Opportunities for interaction with fellow researchers and academic staff
- Access to the University's Computing network and internet
- Access to a printer for work prescribed by the School
- Access to a photocopier for work prescribed by the School
- Access to a telephone for work prescribed by the School

Similar facilities should be made available for those studying under split site arrangements whilst they are resident in Leeds and for part-time students, where appropriate.

9. Responsibilities of Deans of Faculty, Faculty Directors of Postgraduate Research Studies ,Heads of Schools

The responsibilities of Deans (or where they have been delegated to Faculty Directors of Postgraduate Research Studies or Heads of Schools) may be summarised as follows:

- To ensure that an adequate management structure and procedures are in place for handling postgraduate research matters
- To ensure that minimum standards of facilities are available to research students
- To ensure that there are appropriate procedures in place in the Faculty to consider appeals by research students as set out in the procedures governing postgraduate research students which is published on the University website
- The delegation, where relevant, of responsibilities for postgraduate matters to appropriate individuals (for example Heads of School or Postgraduate Research Tutors)
- To recommend supervisors to the Graduate Board
- To make alternative and acceptable supervision arrangements when a supervisor leaves the University
- To ensure that no supervisor is overloaded with supervisory responsibilities and to review the position regularly
- To specify the minimum number of supervisory meetings within their area (subject to meeting the minimum requirements specified by the University in this Code)
- To ensure that a comprehensive record of the research degree candidature of all students is maintained

- To ensure that postgraduate research students are represented on relevant Faculty and School committees

10. Assessment processes for research qualifications

The Graduate Board prescribes arrangements whereby the criteria, regulations and learning outcomes for the award of different types of research degrees are clear, rigorous and widely available

http://www.leeds.ac.uk/rsa/graduate_board/pos.html

The Graduate Board publishes eligibility criteria for the appointment of Examiners <http://www.leeds.ac.uk/rsa/policies.html#supervisors>. As a minimum two appropriately qualified Examiners are appointed for each candidate with at least one Examiner being external to the institution. Internal Examiners are required to attend a University training course before acting in this capacity. No member of staff who has been substantially involved in the research may serve as an Internal Examiner. Responsibility for the consideration and review of recommendations from Schools for the appointment of Examiners is delegated by the Graduate Board to its specialist Examinations Group, which monitors the frequency of appointments of examiners.

In order to ensure consistency within the examination process Examiners receive written instructions on the relevant University procedures together with the criteria for the recognition of different levels of achievement. These instructions are widely available within the University.

After the submission of the thesis all candidates for research degrees are required to undergo an oral examination with the appointed Examiners and:

- the examination should normally take place within a maximum time scale of three months from the date of the dispatch of the thesis to the Examiners;
- the Examiners must prepare separate, independent written reports before the viva and, following the viva, a joint report which contains a recommendation in accordance with the stipulated University criteria;
- a supervisor may be an observer at the examination at the request of the student and if not present must be available for consultation with the Examiners if required;
- the Examiners should advise the candidate informally of the recommendation being sent forward, normally within 24 hours of the completion of the oral examination. The details will depend upon the precise recommendations being sent forward. Where appropriate, information about the University appeals procedure (see 7.3 above) must be provided to the candidate.

University Monitoring

The Graduate Board requires its Examinations Group to monitor and review all aspects of the examination, including the selection of examiners, the implementation of the procedures, the nature and details of the reports and the overall performance of

candidates and staff within Schools and Faculties.

Endnotes

1. The expression 'School' within this Code includes any unit admitting and registering research students. This will also include the two institutions accredited by the University with authority to register research degree candidates (Leeds Trinity University and York St John University) who will each also have their own Code of Practice. Some Faculties within the University may admit and register research students through a Faculty Graduate School.
2. Heads of Schools recommend the appointment of Postgraduate Research Tutors to the Faculty Graduate School Committees, with the appointments being confirmed by the Graduate Board.
3. Where the Faculty or School organises its research programme into identifiable sub-areas it may be convenient to have more than one postgraduate tutor and research committee.
4. However, where applicants do not satisfy the minimum stated requirements for acceptance as a research student the decision may be made by the Postgraduate Research Tutor, acting alone.
5. The University's minimum English language entry requirements for admission of research students whose first language is not English are the British Council IELTS band score 6.0 (with not less than 5.5 in any component) or internet based TOEFL (iBT) overall 87 with not less than 20 in listening, 21 in writing, 20 in reading and 22 in speaking. Some Schools may require levels of achievement that are higher than the stipulated minimum.
6. All students whose first language is not English are required to take a University test in English on arrival and results are reported to the Graduate Board. This should NOT be regarded as an 'admission test' - its purpose is to identify those students who have been classed as suitable for admission but who would benefit from further tuition in English.
7. Bench fees represent the student's contribution towards specific school costs generated by the student's research. It is important that the nature of these fees should be conveyed to the student and to sponsors and they should be itemised.
8. Or the individual to whom responsibility has been delegated.
9. All those appointed as supervisors must meet the criteria specified by the University and must have undertaken appropriate University training.
10. It is not possible in a general Code of this nature to specify a maximum number of research students per member of staff. However, it is expected that if a member of staff has a heavy load of research supervision, this would be allowed for in allocation of teaching and administrative duties.
11. Such matters will commonly be handled by the supervisor.
12. When students are abroad or at other institutions in the UK formal supervisory contact may take place by other means (e.g. telephone, video conferencing, Voice over Internet Protocol (VoIP) (e.g. skype), email).
13. The Head of School or Postgraduate Research Tutor may delegate responsibility for attending the annual review meeting to a senior member of the academic staff who is not part of the supervisory team.
14. In the case of part-time candidates the equivalent point will be after nine months.



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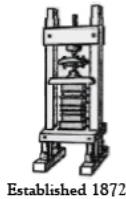
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