LEEDS DOCTORAL COLLEGE

UNIVERSITY OF LEEDS

Doctoral College Handbook

2024-25

This document was published in October 2024. Whilst we aim to ensure information contained is accurate at the time of publication, information may change during the academic year and the University does not accept liability for any inaccuracies contained within it.

For the most accurate and up to date information please refer to the Postgraduate Research pages of the For Students website

Starting your research degree

Pre-arrival information for post-graduate researchers

Welcome to the University of Leeds and to the beginning of your journey as a postgraduate researcher (PGR)! We have put together some information to help you prepare for your arrival and the start of your research programme.

Our online Welcome Guide covers everything you need to know about joining us. It includes a simple list of ten things you need to do to help you get started.

Accept your offer and meet your conditions

You will be eligible to register once you have received an unconditional offer and accepted this offer. Check your offer letter for any conditions if you are not sure.

You can send evidence of meeting any outstanding conditions to your Faculty Admissions team.

You can accept your offer online.

Please contact your Faculty Admissions team if you have any questions about accepting your offer or meeting the conditions of your offer.

Registration, ID check and student card

You need to register within four weeks of the start date of your studies and re-register each year within four weeks of the anniversary of your start date.

You will receive more information regarding the registration process from your Graduate School team within the next few weeks.

Please note the University does not permit postgraduate researchers to study on a remote basis. If you are on a distance-learning programme you are usually expected to be present in Leeds for induction at the start of your programme.

If you do not think you will be able to arrive in Leeds within one month of the start date of your programme, please see the information available and contact your Graduate School.

If you are on a split-site or dual-award PhD there may be different arrangements in place, please contact your Graduate School.

Accommodation

You can visit the Accommodation pages of the For Students website to find out more information regarding university and private accommodation. There's a wide range of private accommodation on offer in Leeds. Unipol and Leeds University Union can give you advice and help with your house search.

If you are planning to move to Leeds with your family, please visit the Accommodation for families page of the For Students website.

International arrivals

If you're coming to Leeds from outside the UK, visit our Prepare for Leeds webpages for essential information to help you plan your journey. Read about when to arrive, what to bring with you, and how to book arrival support, including our airport pick-up service from Leeds Bradford Airport and Manchester Airport.

You can get help to prepare from current students and at our online offer holder events and activities.

When you arrive, check our website for processes to complete in your first weeks in Leeds and don't miss our International Orientation programme. Book onto our free Welcome to Leeds talk, interactive workshops and online webinars, and sign up for campus and city tours and interactive activities.

Come along to our popular Global Café, to help you feel at home and meet new people. You can also apply for the University Buddy Scheme and we will match you with another Leeds postgraduate researcher who shares similar interests to you, and we'll invite you to exclusive Buddy social events.

Orientation support and social activities are available for students arriving throughout the year.

If you have questions about preparing to travel to Leeds or what to do when you arrive, please contact our Student Information Service.

Fees, funding and bank details

If you are funded by a university scholarship, you will receive your stipend payments once you have completed online registration and provided the University with your UK bank account details.

For more information about fees and funding please visit the [Funding for postgraduate researchers pages of the For Students website](#).

University email account

Activating your University IT Account

If you accepted your offer after 13th December 2023 you will receive an e-mail notification from "do-not-reply-identity@leeds.ac.uk" with the subject line "Your University IT Account" and a username in the format abcd1234. Please follow the steps in this e-mail to finish setting up your IT account.

Alternatively, if you accepted your offer before 13th December 2023, and your username is not in the format abcd1234 then you will need to visit https://mypassword.leeds.ac.uk and enter your Student ID (9 digit number on your offer letter), first name, and your date of birth. Your username and initial password will be displayed on the screen.

For more information please visit [Self Service - Setting up your University IT account (leeds.ac.uk)](#)

If you require any support setting up your University IT account please contact the [Student Information Service](#).

It is important you set up this account as soon as you are able as this is where you will receive all information about your induction as well as other important communications throughout your candidature.

Two-factor authentication (2FA): Duo

The University uses a two-factor authentication (2FA) system called Duo. Duo adds a second method of identity verification to secure your University of Leeds account and the devices, files and systems associated with it.

Duo will prompt you to enrol the first time you log in to a protected service. Simply follow the instructions on screen to register your smartphone, tablet or other device and install the free Duo Mobile app. The Duo Mobile app is available from both the Apple and Android app stores and is the easiest and fastest way to securely log in to your account. For step-by-step set up instructions, see our guide to enrolling for Duo.

Disability support

If you have a disability, please register with Disability Services by completing their sign-up form. You can find out more on the Disability Services pages of the For Students website.

If you are an international postgraduate researcher, be aware that the term "disability" in the UK is used to describe a wide range of conditions. If you have a condition that you think might affect your studies or if you would like to speak to a member of the team about support available to help you succeed in your studies, you can:

- Join our Disability Support Webinar which will be run as part of International Orientation
- Email the Disability team at disability@leeds.ac.uk
- Find more information on the supporting international students pages

You can expect to hear from your Graduate School within the next month with more information about your induction, including online resources and in-person events to welcome you to our research community at Leeds. In the meantime, if you have any further questions, please contact your Faculty Admissions Team.

Induction checklist

With so much to do in the first weeks, it can be difficult to know where to start. Our induction checklist for PGRs can signpost you to support and information to help you prepare for your arrival and first few weeks in Leeds.

What is a PGR?	PGR is an acronym for 'postgraduate researcher', a term we use to describe anyone studying for a PhD, Masters by Research, Professional Doctorate (eg EdD, DClinPsychol and DPaedDent), Doctor of Medicine or Integrated degrees of PhD and MSc, whether they are studying part time or full time.

	All postgraduate researchers, or PGRs, are students and therefore eligible to use all the student services across the University.
Your Graduate School	Your Graduate School is normally the first point of contact for queries specific to your studies. For the full list of contacts, please see the Graduate School contacts page. If you are unsure which Graduate School to contact or if you think your query might be for someone else, but you aren't sure who, you can email doctoralcollege@leeds.ac.uk and your query will be directed to the correct team.
Registration	Registration means you can officially confirm your place on your course, check the information we hold about you, and confirm the financial arrangements for your studies. You need to complete registration within one month of your start date. To complete your registration, we'll also need to check your identity. The University does not permit PGRs to study on a remote basis (specific arrangements may be in place for distance learning, split site or dual award programmes). If you do not think you will be able to arrive in Leeds within one month of the start date of your programme, please see the information available and contact your Graduate School. If you are having any problems completing registration, please contact the Student Information Service.
GRAD	The Graduate Record of Achievement and Development (GRAD) is the University record keeping system for all PGRs. Find out more on the GRAD page of the For Students website.
IT Induction	The Student IT induction covers everything that needs to be done before your course starts, like setting up your username, password and DUO two-factor authentification, as well as information on

	University systems, the Library and email as well as advice on getting help and keeping up to date with news from IT.
Communication	Your university email account and Microsoft Teams will be the main methods we will use to communicate with you during your time at Leeds. Notifications from GRAD will go to your University email account. You are expected to regularly check these channels. New PGRs are automatically enrolled on the Leeds Doctoral College PGR's Team but if you are not, please request to join.
Support and wellbeing	Please see the Postgraduate support and wellbeing page of the For Students website.
Disability Services	If you are a disabled PGR please visit the Disability Services at Leeds webpages to find out how you can register with the service to access support. If you have any questions, you can speak to a member of Disability Services either online or in person.
Proof of student status	In most cases the University can produce an official certificate confirming that you are a PGR at the University of Leeds. If you require proof of student status, you can request a statement from the Student Services Centre.
Council tax	Full-time PGRs are eligible for Council Tax exemption or discounts. However, part-time PGRs and PGRs who have submitted their thesis ("under examination") are not eligible for Council Tax exemption or discounts. If you are a registered full-time PGR, and you enter your Leeds term-time address when you register, your details will be sent to Leeds City Council four times a year for processing exemptions. More guidance, including what to do if you live outside Leeds or if you are an

	international student, can be found on the [Council Tax exemption page of the For Students website]().
Visas	If you are an international PGR studying on a visa, it is important that you understand how your visa works, and what to do if your circumstances change. Please see the [Your Visa page of the For Students website](). If you are considering working during your studies, please check our [work and your visa pages]() to find out more about your rights in the UK. For more information on working in the UK after your PhD, check our [Graduate Visa]() page. If you need specific advice on your visa, including how to extend your visa, please [contact the Student Visa Advice team]().
Research practice	Before you start your research, you must ensure you are fulfilling requirements for academic integrity, data management, ethical research and intellectual property. Find out more in the [Research Practice section of the For Students website](). As part of your induction you are required to complete online training in this area. Find out more on the [Research Practice training and tests page of the For Students website]().
Holidays and university closed periods	PGRs are encouraged to have a good work/life balance; full-time PGRs are entitled to 26 days holiday each year (15.5 for PGRs studying part time) plus University closed days. Holiday requests should be made via [GRAD](). University closed dates, including bank holidays, can be found on the [University almanac]() or alternatively in the [University Year Planner]().
Policies and procedures	All of the key regulations, procedure and policy documents that apply to PGRs at Leeds are available on the [Postgraduate Researcher Policies and Procedures pages of the For Students website]().

International PGRs	If you're coming to Leeds from outside the UK, visit our [Prepare for Leeds](#) webpages for essential information to help you plan your journey. We offer support and activities to welcome you and help you get settled in your [first weeks in Leeds](#). As well as the welcome activities run by your school or faculty, join our [International Orientation programme](#) for essential information about living in the UK, ad-hoc webinars on finance and banking, healthcare and disability support and talks, tours and social events to help you meet people and feel at home.
University Buddy Scheme	The [University Buddy Scheme](#) offers peer support to help you feel at home and part of our community. Apply for the scheme to be matched with another University of Leeds PGR who shares similar interests to you. You can apply to join at any point during your academic journey.
Doctoral College Meet and Greet	Our in-person Doctoral College Meet and Greet sessions give you the opportunity to meet other PGRs from across the University as well as academic colleagues and colleagues from the University's support services. The sessions are open to all PGRs, not just new starters. You do not need to attend the full session and are welcome to drop in. You can find out the dates of the Doctoral College Meet and Greet sessions, as well as other events for PGRs, in the [Doctoral College Events Calendar](#).
Medical services	Register with a doctor and a dentist as soon as you can when you arrive in Leeds. You can find more information on the [Medical services page of the For Students site.](#)
Campus	You can get to know campus by [taking a self-guided tour](#), [discover the interactive map](#) or simply wander about and explore it yourself or with

	new friends! You can also find information about [accessible building entrances, routes on campus, and facilities](#).
Children and family	If you're bringing your family to Leeds when you come to study, find out about family life on and off campus on the [Children and Family page of the For Students Website](#).

Make sure you are aware of important considerations about bringing your family to Leeds before you arrive by checking our [accommodation for families page](#). |
| Opening a bank account | Check our [Opening a bank account](#) pages for information on arranging money for when you arrive, choosing a bank and different types of account available in Leeds and what documents you will need to open an account in the UK.

If you are an international researcher, we also recommend attending the [Money and Banking webinar during Postgraduate International Orientation](#) or catch up on the session on demand if you are arriving after September. |
Contact your supervisor	If you haven't already done so, you should [contact your supervisor](#) to arrange your first meeting; they may recommend some reading, or may be able to put you in touch with current PGRs in your research group.
Fee and maintenance payments	Find out more about fee and maintenance payments (also known as a stipend) on the [Funding for postgraduate researchers pages of the For Students website](#).
Health and safety, equipment and facilities	You will receive detailed information about local H&S processes as part of your school and faculty induction, including completing the [Safety in Research Induction for postgraduate researchers](#).

	Some buildings/study spaces/facilities might have key or fob entry only. This will be covered by your local school or faculty induction if it is relevant to you. Talk to your supervisors about any specialist equipment you might need or have access to during your research.

Induction and welcome

As a new postgraduate researcher, you will receive a full programme of induction resources to welcome and introduce you to the University, your fellow researchers and the support available to you.

We have created a [Doctoral College induction programme](#) based around the five central concepts of the Leeds Doctorate:

- Your academic experience
- Your professional development
- Your research community
- Your wellbeing
- Your global engagement

The induction resources are available online. You can work through at your own pace and come back at any point in your candidature to refresh your memory. It is essential you start working through the Doctoral College Induction Resources within your first few days of arriving in Leeds.

We also recommend taking some time to review the [Induction checklist on the For Students website](#).

School or faculty inductions

More local induction provision will be provided across your school or faculty. [Your Graduate School](#) will send out information about registration, getting started and any local inductions or welcome events. If you have questions regarding local induction information, please email your Graduate School. Local inductions usually cover:

- Faculty and school building locations and access
- PGR workspaces (desks, laboratories, etc)
- Training such as health and safety
- Specific faculty and school policies

- Research groups/clusters that you are part of
- Social opportunities, events and societies

International Orientation

Our [international orientation programme](#) will help you make the best possible start in Leeds. You'll be able to join talks, tours and social events to help you feel at home and meet new people.

PGR Supervisor agreement

The PGR-Supervisor agreement is designed to encourage you and your supervisors to openly discuss topics such as working arrangements, supervisory team roles, etc.

This will help ensure that everyone involved has a clear understanding of expectations and help you to get to know your supervisors and how to get the most out of your supervisory relationship.

It is compulsory for all new PGRS (from Sept 2023 onwards). Current PGRs are also encouraged to complete the agreement.

A guide to the process is [available on the For Students website](#) (PDF). The form will be available from GRAD and [also on the For Students website](#) (docx).

Year one:

The agreement should form part of your first supervision meeting, and the completed agreement form should be uploaded to GRAD as a training event.

You will also be reminded to review and update the agreement as part of your First formal progress review, and at the transfer stage.

Year two onwards:

The agreement should be reviewed and if needed, amended, as part of the Annual progress review. It should be uploaded as part of the files for the report.

Changes to supervisory team:

If any changes are made to the supervisory team, you and your new supervisory team will be prompted to review and update the agreement.

If you have any queries about the process, please contact your Graduate School.

Your first year: an overview

We hope you found your Doctoral College induction programme useful and feel equipped to start your research degree. This is an overview of what you need to do in your first few months, and the requirements after induction through to the end of your first year.

The first month

Within the first month of your studies, you should have:

- Fully registered, by completing online registration and the ID check
- Completed the Doctoral College Induction programme
- Familiarised yourself with your local school or faculty resources, and attended any required training or inductions (including health and safety)
- Scheduled and attended your first supervisor meeting and completed the notes of the supervision meeting in your GRAD record
- Started the PGR-Supervisor agreement
- Started your training plan
- Completed the IT induction

You might find it useful to go through the Induction checklist again, now that you are more familiar with the expectations of your first year. Please also remember that Induction resources are available to revisit on the Doctoral College SharePoint. If there is anything that you are unsure about, please contact your Graduate School.

After your first month – key progression requirements

You can help your research degree to run smoothly by keeping on top of your progression requirements:

- Keep your [supervision meeting](#) records up to date. If you are having any problems, it is important to record them in your meeting notes.
- Complete the [Academic integrity tutorial and test and Research ethics and research integrity training](#); this should be done in your first six months and is part of your training plan. You should also start to discuss your plan for ethics review with your supervisor.
- Review and update your [training plan](#); take time to find and attend the training that will help you to progress in your research. For doctoral candidates, your progress against your training plan will be reviewed at transfer. For more information on how to access training, please see the [Postgraduate training and skills page of the For Students website](#).
- Your [Data management plan](#) should be in place by Transfer for doctoral candidates, or equivalent milestone for other candidates. The Library also offers [training and a template](#).
- Remember that the University does not permit PGRs to study on a remote basis (unless stated in the Programme of Study or approved by the school in a Change of Study Location)
- You should also refer to the information about support and guidance available within your school or faculty in the [Graduate School SharePoint area](#).

After the first month we hope that you will start to feel more settled and to make progress in your project. However, it can take time and there are always people to help if you are having any difficulties; please see the [Postgraduate researcher support and wellbeing page of the For Students website](#). Where there are circumstances that are impacting your engagement, attendance, or progression you should raise any concerns with your Graduate School, supervisory team or your Director of Postgraduate Research Studies who will be able to discuss your options with you.

The Doctoral College runs monthly Meet & Greet sessions for both new and existing PGRs. These sessions are a chance for you to meet Doctoral College staff, staff from other support services (such as Counselling and Wellbeing services, the Careers Service, International Student Office and Leeds University Union) and academic staff, as well as other PGRs.

All Meet & Greet dates, as well as news, events and opportunities, are advertised on the PGR Teams space and the [Doctoral College Events calendar](#).

The first six months

Your First formal progress review will normally be due around halfway through your first year (or by nine months for part time PGRs). The deadline for this might be slightly different dependent on your candidature. You will receive further details about this from your Graduate School.

Progress reviews are different to supervision meetings and enable you to take stock of where you are in your research plan, your progress so far, and what remains to be completed. You will have an opportunity to comment on any issues which may have adversely affected your progress. Your supervisor will then provide an assessment of the overall progress, progress against the training plan and comment on English language written and communication skills. You can find more information about the requirements on the First Formal Progress Review page of the For Students website.

In addition to the review it is important that you keep up to date with key progression requirements.

The first year

Transfer

Your Transfer Report will normally be due towards the end of your first year for a full-time PGR (by 24 months for a part-time PGR). The deadline for this might be slightly different dependent on your candidature. You will receive further details about this from your Graduate School.

The transfer assessment will identify whether you and your project have the potential for research at doctoral level and whether completing the thesis within the standard period of study is a reasonable expectation.

You can re-visit our video resources on the Doctoral College SharePoint for more information about what to expect during the transfer process.

Guidance on the viva, including video streamed vivas, is available in the Viva collection section in LinkedIn Learning. Simply use your usual University details to log in. You can experience a short mock viva by participating in a Your Viva workshop. Information about the workshop and how to book is available via ODPL's Postgraduate Research Professional Development opportunities web page. If you are unable to attend the workshop, or you particularly want to experience answering viva questions in a video streamed environment,

you can request a mock viva by emailing researcherdev@leeds.ac.uk. You are also entitled to ask your supervisor to do a mock viva with you; support from OD&PL is offered in addition to any support from your supervisor.

By the time you submit for transfer, you should have completed your [academic integrity, research ethics and research integrity training](#).

You will be required to complete a statement of academic integrity in GRAD when you submit your transfer for assessment. This statement confirms that the transfer report is your own work, that you have not presented anyone else's work as your own, that you have read and understood the University's published rules on plagiarism, and consent for screening of the transfer report to verify the absence of plagiarised material (all transfer reports will be submitted to Turnitin). The Turnitin Originality Report will be provided to your transfer panel with your transfer report. You will receive a copy of the Turnitin Report at the end of the transfer process (after the viva and once the outcome has been confirmed) as an additional training/learning tool, allowing the report to be discussed with your supervisors and any advice or training around academic writing considered. This will be uploaded to the Project Files area in your GRAD record. Please allow three weeks from the outcome of transfer notification for the report to be uploaded.

If you are considering submitting your thesis as an alternative style of doctoral thesis including published material, you should [familiarise yourself with the guidance](#) and speak to your supervisor.

Candidates approaching the transfer stage should also note that following successful transfer, it is not possible for PGRs to change to a [practice-led research degree](#).

In addition to the review, it is important that you are up to date with key progression requirements.

If you are a disabled PGR you may want to consider any reasonable adjustments ahead of your transfer viva. Please see the [policy on reasonable adjustments and support for PGR-level examination and assessment](#).

Masters by Research – thesis submission

You should submit your [examination entry form](#) at least three months before you plan to submit your thesis. Masters by Research do not have a transfer assessment.

You should familiarise yourself with the requirements of the examination process, as outlined on the [Thesis Submission and the Viva pages of the For Students website](#) and in the [Guide to the thesis examination process](#) (PDF).

If you are a disabled PGR, you may want to consider any reasonable adjustments ahead of your final viva. Please see the [policy on reasonable adjustments and support for PGR-level examination and assessment](#).

During your research

Supervision meetings

Supervision meetings allow you to receive guidance on your research and help your supervisors to monitor your progress and how best to support you.

It is important that you understand what counts as a supervision meeting, and what does not. As a minimum, a formal supervision meeting requires the academic engagement of both you and at least one of your supervisors, in a dedicated time and space, to discuss matters relating to your research.

How often should supervision meetings happen?

You should meet with your supervisor regularly:

- For full-time study, you must have a minimum of ten formal supervision meetings per year.
- For part-time and split-site study, you must have six formal supervision meetings per year.
- For the 0.75 PT programme (currently being trialled in FMH only), you must have eight formal supervision meetings per year.

The pattern and timing of your meetings will vary according to what stage you are at in your studies, and your subject area. However, meetings should occur regularly:

- For full-time study, you should have gaps of no more than eight weeks between meetings.
- For part-time study, you should have gaps of no more than 12 weeks between meetings.
- For the 0.75 PT programme (currently being trialled in FMH only), you should have gaps of no more than ten weeks between meetings.

Your Graduate School will check your GRAD records to ensure that you are attending supervision meetings regularly. This is part of the Attendance monitoring policy, available from the Research student guidance page of the For Students website.

The responsibilities of the supervisors, the PGR and the school are outlined in the Code of Practice for Research Degrees on the [Research student guidance page of the For Students website](#).

How are supervision meetings recorded?

Records must be kept of all formal supervision meetings in GRAD. It is your responsibility, in partnership with your supervisor, to keep these records. An email is not acceptable as a meeting record. Either you or your supervisor can create a supervision meeting record. After the meeting, you are both required to agree the supervision meeting record is accurate. Demonstrations of how to how to share notes before a meeting and how to record notes after a meeting are available in GRAD itself, under the Guides section. It is important to record any problems you encounter during your research in your supervision meetings, as they may be used as a record later on.

Can supervision meetings take place online?

Supervision meetings will normally take place in person; they may take place by other means, eg video streaming or Teams etc, when you or your supervisor is away from the University, including fieldwork or for split-site, distance-learning or other collaborative programmes. Online supervision meetings should not be considered a standard alternative to in-person meetings, except when you or your supervisor is away from the University, or if agreed as part of a reasonable adjustment.

Supervision meetings cannot take place over email. The only exception to this is when a PGR is on fieldwork with limited communication options, and emails ensure that supervision can still take place.

Supervision meetings during overtime

In order to keep the research on course for submission, it is expected that your supervisor will continue to monitor your progress during overtime. In this period, supervision meetings may be in the format of discussing draft chapters of the thesis. Full-time PGRs will continue to be entitled to no fewer than 10 supervision meetings per year, and part-time candidates no fewer than six per year. A written record of these meetings must be kept in GRAD.

Supervision meetings between submission of the thesis and the viva

During the under examination period, it is still expected that PGRs will continue to have regular supervision meetings which need to be recorded in GRAD. This is in accordance with the Attendance and engagement monitoring policy for PGRs. If you are a PGR on a Student Visa, you must continue to engage with and record supervisions so that attendance monitoring can comply with the terms of your visa.

Meeting with your DPGRS

You can meet with the DPGRS in your school at any time during the year to discuss any academic or personal issues. You should be offered a meeting with them (without your supervisor) at least once a year by your Graduate School. This meeting will give you an opportunity to comment on the supervision you receive and to raise any matters of concern.

Your supervisory team is set up with the intention that it will remain in place throughout your research degree studies. In some cases, however, the supervisory team may need to change. For example, this may happen if the supervisor leaves the University or if the supervisor is on long term sick leave. Your school must ensure that appropriate arrangements are made so that your progress is not affected by the absence of your supervisor. If the absence of your supervisor exceeds two months, your school will identify alternative arrangements. You should talk to your Graduate School or DPGRS if you have concerns regarding this and make them aware.

Training and research skills

Accessing training for your individual circumstances will help you to complete your research on time and achieve your personal and professional development goals.

Accessing training resources and providers

A variety of professional services contribute to your personal and professional development:

[Organisational Development and Professional Learning](#) (OD&PL) are the University's primary training and development provider. They provide short courses, one-to-one

advice, coaching, mentoring, personal development planning and online resources for PGRs and staff. BOOST is OD&PL's programme to support the career development of researchers and offers workshops, resources and discussions to equip you with the skills and confidence to take control of your career.

Researcher@Library offers workshops and webinars for support with literature searching, open access, research data management, using EndNote, and increasing the visibility of your research.

LinkedIn Learning offers over 5,000 short courses across business, creative, technical specialties and research software and coding. All students, PGRs and staff can access LinkedIn Learning through our institutional subscription. You do not need a LinkedIn account to access the content, but if you do, you can connect your account which will allow you to publish your course completions to your profile. There is also the Doctoral College collection, bringing together our resources and recommended external courses.

The Careers Centre offer guidance and support for issues which are specific to PGRs, including:

- Deciding what to do after your research degree
- Destinations of PGRs; what have graduates in your area gone on to do?
- What the job market looks like for researchers
- Planning a career in academia, or the many alternative paths open to PGRs

You can book a one-to-one appointment with a Career Consultant to talk through any questions you might have.

You may also find it useful to look at the Researcher Development Framework (RDF), a reference point for researcher development widely used in the UK and internationally. The RDF was developed by Vitae, the UK's national organisation for the development of researchers. The University of Leeds is a member of Vitae: you can set up an account using your university email address which will allow access to their full resources.

Your school or faculty will also offer support, and you can also ask to meet with the Director of Postgraduate Research Studies for your school to review progress and any matters of concern.

Getting started with your training

Training and development plan

Having an effective training plan will help you to make the most of the training opportunities available during your research degree. Please discuss your needs with your supervisor and make sure you record your training plan on GRAD within three months of starting your studies. You can find out more information about this on the Training Plan page of the For Students website.

Key training courses

These are the key courses to help you understand the requirements and stages of your research degree. You should refer to these in your first few weeks and months of starting your research degree, but you can also come back to them at any time throughout your studies.

Doctoral College induction programme

This will help you to understand the requirements of the first stages of your research degree and the journey to transfer. You can access the programme via the Induction and Welcome page of the For Students website.

Developing good supervisor relationships

This course will help you to develop and maintain an effective working relationship with your supervisor, to make the most of your supervision meetings and develop strategies for dealing with challenges. It is run by OD&PL and will be advertised on their site.

Data Management training and support

You should have a data management plan in place by no later than the transfer stage, and check your plan again during your annual progress reviews. You can find help and guidance on the Library Research Support website including courses to help you with research data management.

Academic integrity, research integrity and research ethics training

This compulsory training will develop your awareness of good academic practice, what that means during your research degree at Leeds, and how to apply these principles as you conduct your research. You can read more about the training and access the resources via the Academic integrity and research integrity and research ethics training page on the For Students website.

Developing your Academic Writing

In partnership with the Language Centre, OD&PL currently offer three workshops to help PGRs with their academic writing. Each workshop is suitable for a different stage of your research degree:

- The Beginning Thesis Writer - for PGRs who are at the beginning of their studies (pre-transfer).
- The Developing Thesis Writer - for PGRs who are post-transfer or mid-way through their studies.
- The Finishing Thesis Writer - for PGRs who are in the process of drafting their thesis for submission.

You can find dates for the next sessions by searching for the courses on the Training catalogue website.

English Language

During your first year of study (pre-transfer and ideally in the first six months), the Language Centre offers optional courses to help with your academic English language development. This includes core Language Skills courses and workshops, and one-to-one writing consultations.

Key Travel

The Purchasing team run a regular training webinar for PGRs on using the Key Travel online booking tool covering how to create an itinerary, how to book and the approvals process. Register online.

Later on in your research degree

Preparing for your upcoming year of study

We know you receive lots of information during induction, which you might not remember through each year of study. Preparing for your upcoming year of study on Sharepoint is a resource for PGRs entering their second year and beyond to remind you of the key progression points and support (academic and pastoral) available to you, as well as more detailed information for PGRs who will be due to submit their thesis in the upcoming year. There are videos to add additional information and a PGR perspective.

Once you are through transfer, this course will help you think about the next stage in your research degree. As your research develops, you are likely to identify additional training needs. You should also actively look for professional development opportunities, such as conference presentations, teaching or outreach work.

There are two parts to the course:

Checklist for your upcoming year

Thesis submission and the viva

Preparing for Your Viva

Guidance on the viva is available on the Thesis submission and viva page of the For Students website and in the Viva collection section in LinkedIn Learning.

OD&PL offer a "Your Viva" workshop, which includes a mock viva. Information about the workshop and how to book will be available via ODPL's Postgraduate researcher development website.

If you are unable to attend the workshop, or you particularly want to experience answering viva questions in a video streamed environment, you can request a mock viva by emailing researcherdev@leeds.ac.uk. You are also entitled to ask your supervisor to do a mock viva with you; support from OD&PL is offered in addition to any support from your supervisor.

Training plan

Within the first three months of your research degree, you should agree a training plan with your supervisor.

This is an opportunity to think about any support you may need in terms of your research or broader development at the beginning of your research.

Progress against the plan will be reviewed as part of the progress monitoring arrangements, including the first formal progress report, at the transfer stage and at the annual progress reviews. The University offers wide ranging personal and professional development opportunities for PGRs. Please see the [Postgraduate researcher development page of the OD&PL website](#).

You may also find it useful to look at the [Vitae Researcher Development Framework (RDF)](#), a reference point for researcher development widely used in the UK and internationally. The RDF was developed by Vitae, the UK's national organisation for the development of researchers. The University of Leeds is a member of Vitae: you can create an account using your university email address, which will provide you with access to their resources. The training needs analysis tool in the development section of GRAD is based on the Vitae framework and designed to support you in thinking about your development needs.

Your supervisor may suggest that you attend some taught modules to cover any gaps in your knowledge or to refresh your understanding of certain areas. You can take part in a module without assessment, this is known as "auditing". Please review the page [Module enrolment for postgraduate researchers on the For Students website](#) and speak with your Graduate School.

Recording of the training plan is within the University GRAD system in the development section. There is also a guide to recording your training needs and completing your training plan; this is available under the 'Guides' section on [GRAD](#).

Module enrolment for PGRs

As a postgraduate researcher, you can study taught modules in addition to your research if they are useful for your training and are approved by your supervisor.

Studying modules without assessment ("auditing")

You may wish to attend lectures or seminars which form part of a taught module to gain background knowledge, but do not require you to complete coursework or examination towards assessment of the module. This is called auditing a module. Your Graduate School will be able to advise on availability.

Studying modules with assessment

Modules are normally taken during the first year of full-time study or the first and second year of part-time study. You should be aware that your first commitment is to your research project so should not undertake too much additional work.

If you want to take an assessed taught module speak with your Graduate School. They will be able to advise you on availability and complete a module enrolment form. Please be aware that a fee could be charged.

Research programmes with taught content

Some research programmes have compulsory taught elements. For instance, 1+3 programmes incorporate a masters level in the first year and are followed by three years of research study. PhD programmes in LUBS often include compulsory taught content in the first year and may include modules in subsequent years. For more information, please see the Training and development page on the LUBS website.

If you are registered on a programme with compulsory taught content, your Graduate School will tell you everything you need to know about the modules and how to access the teaching.

First formal progress review

Progress reviews are different to supervision meetings and enable you to take stock of where you are in your research plan, your progress so far and what remains to be completed.

For PhDs, the FFPR provides a good opportunity to consider the status of your research project ahead of the transfer assessment. After passing transfer you will have a progress review each year until you submit your thesis.

For Masters by Research, the FFPR is a chance to reflect on your progress towards thesis submission.

The FFPR should be submitted by six months after your start date (full time) or by nine months (part time). The exact timing and procedures for the first formal progress review

vary between individual faculties and schools; your Graduate School will provide you with more detailed guidance, usually by email.

You will submit your report through GRAD; there is a guide to the process under the GRAD guides section which shows you the different stages and how it will look on screen.

In your report, you should look back on the previous months of research and reflect on your progress. Focus on your training plan to identify skills that you would like to develop. Have you completed the training that you planned to do? How are you getting on with your literature search? Do you have any results yet? This can all be recorded in your FFPR. It is important that you include any issues which you feel have affected your progress. How did they affect your progress and how will you get back on track? What support do you need?

What to expect

You can access training and more information on the FFPR process via the 'Your academic experience' and 'Your professional development' pages of the Doctoral College Induction programme. It also includes important guidance about academic integrity and avoiding plagiarism, ethical review, data management and copyright. You will be required to complete a statement of academic integrity when you submit your transfer report and your thesis for examination, and your engagement with the ethical review and data management processes are assessed as part of the transfer process and progress reviews. You can find more information about academic integrity, data management and research ethics on the Research practice overview page of the For Students website.

You will be expected to have a data management plan in place by no later than the transfer stage. You can find help and guidance on the Library Research Support pages including a number of courses to help you with research data management, referencing, writing and more. Contact the Library Research Data Management team if you need help and advice. The Library can also provide a Data Management Plan (DMP) template.

Once you submit your FFPR through GRAD, your supervisor will assess your overall progress, including progress against your training plan. They will also comment on your standard of English language, both your written and communication skills. Your supervisor will arrange a meeting with you to discuss your FFPR. This is intended to be a supportive meeting to help you with forward planning towards transfer. It is also an opportunity for you both to raise any issues with your progress and to work together to identify solutions.

For some faculties and schools, you may need to submit a piece of written work as part of this process as well. Make sure you follow the advice from your Graduate School about FFPR submission criteria.

For PGRs who started from Sept 2023 onwards, you are expected to review your PGR-Supervisor agreement with your supervisors as part of the FFPR process. If you make any changes, please upload an updated copy of the agreement to GRAD.

Outcomes

The FFPR is a formative exercise and not a formal assessment which must be 'passed'. However, if there are significant concerns about your progress, your supervisor may start the Progress support procedure.

Transfer

The transfer assessment will identify whether you and your project have the potential for research at doctoral level and whether completing the thesis within the standard period of study is a reasonable expectation.

The transfer process

All PGRs working towards a doctorate research degree are initially registered as provisional doctoral candidates and are subject to a formal transfer assessment process within a specified timescale. The assessment at the transfer stage is intended to identify:

- whether you and your project have the potential for research at doctoral level;
- whether it is achievable for you to complete your research and write up your thesis within the standard period of study for your programme.

The University has deadlines for the completion of the transfer assessment, and you can see these on your GRAD record. Some faculties and schools may have earlier deadlines for the submission of the transfer report; if this applies to you, your Graduate School will contact you in advance with more details.

Your Graduate School will provide you with guidance on the transfer process as there may be specific requirements in your school or faculty but this will typically include a written

report, plan for completion/Gantt chart and your [Data management plan](). You are required to upload this to GRAD and complete a 'Progress report: transfer stage' in advance of the transfer review.

If you are disabled, you may wish to review the Reasonable adjustments policy on the [Research student guidance page of the For Students website]().

If you are considering submitting your thesis as an alternative style of doctoral thesis including published material, you should familiarise yourself with the guidance and speak to your supervisor.

Candidates approaching the transfer stage should also note that following successful transfer, it is not possible to change to a practice-led research degree.

Transfer deadlines

Full time research degrees:

- Provisional PhD or MD: transfer to be held and decision taken within 12 months. Maximum period after deferral of decision is 18 months from the start of study.
- Provisional DpaedDent DclinPsychol or DclinDent (Doctor of paediatric dentistry, Doctor of clinical psychology, Doctor of clinical dentistry): transfer to be held and decision taken within 18 months. Maximum period after deferral of decision is 24 months from the start of study.
- Provisional EdD (Doctor of Education): transfer to be held and decision taken within 24 months. Maximum period after deferral of decision is 24 months from the start of study.
- Integrated degree of PhD and Masters: candidates are accepted for study to the registration category of postgraduate research. After completing 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 assessment panel for transfer to PhD status before the end of the second year of study.
- Masters by Research cannot normally transfer registration to MPhil or PhD.

Part time research degrees:

- Provisional PhD (0.6 PT): transfer to be held and decision taken within 24 months. Maximum period after deferral of decision is 30 months from the start of study.
- Provisional PhD (0.75 PT – currently only available in FMH): transfer to be held and decision taken within 18 months. Maximum period after deferral of decision is 24 months from the start of study.
- Provisional DclinDent, DpaedDent: transfer to be held and decision taken within 30 months. Maximum period after deferral of decision is 38 months from the start of study
- Provisional MD: transfer to be held and decision taken within 18 months. Maximum period after deferral of decision is 24 months from the start of study.
- Provisional EdD: transfer to be held and decision taken within 36 months. Maximum period after deferral of decision is 36 months from the start of study.

What to expect

The 'Your academic experience' and 'Your professional development' pages of the [Doctoral College Induction programme](#) provide information about the transfer process, academic integrity and avoiding plagiarism, copyright, ethical review, and data management.

You should use the GRAD workflow to complete your pre-transfer progress report form and submit the work required for the transfer assessment. Your supervisor will complete their pre-transfer progress report. You and your project are then assessed by a transfer assessment panel. Their assessment is based upon the academic written material that you have submitted and an oral examination or viva. The panel comprises at least two individuals who must be independent of your supervisory team. Your supervisor will normally attend but will not be involved in any decision-making.

For PGRs who started from Sept 2023, you should review your [PGR-Supervisor agreement](#) with your supervisors as part of the transfer process. If you make any changes, please upload an updated copy of the agreement to GRAD.

It is good practice to revisit the [academic and research integrity guidance](#) before you submit your transfer report for assessment, and you may find it helpful to revisit the PGR Academic integrity tutorial. You are required to complete a statement of academic integrity when you submit your transfer, which confirms:

- that the transfer report is your own work and that you have not presented anyone else's work as your own;
- that you have read and understood the University's published rules on plagiarism;
- and consent for screening of the transfer report to verify the absence of plagiarised material.

All transfer reports will be submitted to Turnitin, a plagiarism detection programme and database. The Turnitin report will be provided to your transfer panel with your transfer report. You will receive a copy of the Turnitin report at the end of the transfer process (after the viva and once the outcome has been confirmed) as an additional training/learning tool, allowing the report to be discussed with your supervisors and any advice or training around academic writing considered. This will be uploaded to the Project Files area in your GRAD record. Please allow three weeks from the outcome of transfer notification for the report to be uploaded.

Preparing for your transfer viva

Guidance on the viva, including video streamed vivas, is available in the Viva collection section in LinkedIn Learning, using your usual University details to log in. You can experience a short mock viva by participating in a Your Viva workshop. Information about the workshop and how to book is available via ODPL's Postgraduate researcher development page. If you are unable to attend the workshop, you can request a mock viva by emailing researcherdev@leeds.ac.uk. You are also entitled to ask your supervisor to do a mock viva with you; support from OD&PL is offered in addition to any support from your supervisor.

Recommendation following transfer

The panel will normally inform you of their recommendation at the end of the meeting. The panel will submit a report which will be reviewed by your DPGRS and submitted to the University. You will receive notification of the outcome with access to the report in GRAD at the end of the process.

The panel will recommend one of the following:

- For provisional candidatures for doctoral degrees (including PhD), transfer to doctoral registration
- For provisional candidatures for the degree of PhD only, transfer to MPhil registration

- On the first occasion only, deferral of a decision about the transfer for a limited period so your work can be revised and then reassessed
- A decision that the candidate withdraw from the research degree candidature

Please note that you will be unable to transfer to Masters by Research.

If a school is unable to recommend that you should proceed to either doctoral or MPhil study within the time limit allowed, then you will be asked to withdraw.

If you are on a Student visa and receive an outcome of transfer to MPhil or withdrawal this may have an impact on your visa and you should contact the Student Visa Advice team. You must also contact the Student Visa Advice team if you are on a visa and your project has changed or will change significantly.

Transfer to doctoral registration

If the panel recommend that you transfer to doctoral registration you will receive email notification from GRAD after the report has been approved by the Progression and Examination Group. The report of the panel will also be available to you in GRAD at that point.

Deferral of the transfer decision

The transfer assessment panel may recommend a deferral of the transfer decision for academic reasons. The final decision must be taken within the maximum period permitted for your programme of study as outlined above.

If your transfer is deferred, the joint report of the panel will be available for you to view in GRAD and will outline the reasons for the recommendation and the further work required. You should review the report and discuss it with your supervisor. Your supervisor will continue to support you during this period and provide feedback on your work. You should continue to attend and record supervision meetings in accordance with the PGR Attendance and engagement monitoring policy during the deferral period.

Your resubmitted transfer submission should be uploaded to GRAD; you will have a task in GRAD to upload your revised report when it is ready. If you have any queries with the process for resubmission please contact your Graduate School.

It is important that you resubmit your work on or before your deadline, otherwise you may be required to withdraw. Your panel members will be notified when you resubmit your

transfer report and may hold a second transfer viva if they feel this is needed (the panel cannot recommend transfer to MPhil or withdrawal without a second viva).

If the length of time allocated for the deferral period takes you beyond the first year of your candidature and into the next academic year, it is important that you still follow the registration process and register as normal at the start of the new year. During the deferral period you will be registered as a PGR. As a deferral does not constitute as an extension or suspension of the normal time limit for your programme, you will continue to have access to facilities normally available, as appropriate, to your research area:

- access to IT facilities
- access to the Library
- access to other University facilities as normal
- supervision must continue as normal during this period
- you should only proceed to further data collection following careful consideration by your supervisors and DPGRS.

If you experience any difficulties, it is important that you speak to your supervisor, DPGRS or your Graduate School. If you require an authorised absence, suspension or extension, please see Taking time out from your research page on the For Students website. Information about the different support services is available on the Postgraduate support and wellbeing page on the For Students website.

A period of deferral may impact your stipend payments, please speak to your Graduate School.

Transfer to MPhil registration

You will receive email notification from GRAD after the report has been approved by the Progression and Examinations Group. The report of the panel will also be available in GRAD at that point. At this stage the appeal process will be open to you, if you wish to take this route (please see below). You should receive confirmation of the outcome of the assessment within ten working days of submission of the report by the Director of PGR Studies, or if it will not be possible to meet this timescale, DCO will contact you. You should review the panel's report and discuss it with your supervisor. Your supervisor will continue to support you during this period and provide feedback on your work. Regular supervision meetings must be held and recorded in GRAD.

If you initially registered for provisional PhD and it is recommended that you proceed to an MPhil and you hold funding such as a scholarship or sponsorship, you must let your funders know so that they can make any necessary adjustment in funding.

If you experience any difficulties, it is important that you speak to your supervisor, DPGRS or your Graduate School. If you require an authorised absence, suspension or extension, please see Taking time out from your research page on the For Students website. Information about the different support services is availble on the Postgraduate support and wellbeing page on the For Students website.

Withdrawal from study

You will receive a formal letter from Doctoral College Operations after the report has been approved by the Progression and Examinations Group. The report of the transfer panel will be available in GRAD at that point. At this stage the appeal process will be open to you, if you wish to take this route (please see below). You should receive confirmation of the outcome of the assessment within ten working days of submission of the report by the Director of PGR Studies, or if it will not be possible to meet this timescale, DCO will contact you.

Information about the different support services is availble on the Postgraduate support and wellbeing page on the For Students website.

Appealing the decision

You can appeal against an adverse academic decision using the University's appeals procedure, available from the Student Cases website. You must submit your appeal to the University within 20 working days of the date of the formal outcome notification from DCO. If you are considering an appeal, we strongly encourage you to seek independent advice from the LUU Help and Support Team.

Unfortunately your Graduate School cannot answer any questions relating to your appeal, including its progress. However they are still able to help support you with other matters related to your research candidature.

If you submit an appeal against a decision to refer your thesis at the final examination stage or to transfer your registration to MPhil status, your studies will normally be suspended pending the outcome of your appeal. This will ensure that you do not lose any study time whilst your appeal is under consideration.

If you submit an appeal to the University against an adverse academic decision due to a recommendation of withdrawal from study you may request continued access to your university email during the period the appeal is under consideration, by contacting pgrprogress@leeds.ac.uk.

After transfer

Once you have completed the transfer process, you should start thinking about the route through to thesis submission. Your supervisors will continue to support you by offering you advice and guidance on your research during your regular supervision meetings.

You are required to complete an Annual progress review on the anniversary of your start date. Your Graduate School will provide you with guidance nearer the time on the material you are expected to submit through GRAD, but this is likely to include a reflection on your progress, a timetable for completion of your thesis (eg Gantt chart) and some form of written work. The review is intended to be supportive and to help planning for the completion of your research and submission of your thesis.

You are required to re-register on an annual basis on the anniversary of your start date. Your Graduate School will notify you when online registration is available. You must re-register within four weeks of the anniversary of your start date or you risk being withdrawn from study.

Learning outcomes and criteria for award

Success at the transfer stage has no direct bearing on whether you will be successful at final examination, it simply confirms that the transfer assessment panel is satisfied that the project has the potential for success.

If you have not already done so, you should make yourself aware of the criteria for award and learning outcomes for the programme for which you are registered. This is the criteria that will be used by the examiners when examining the thesis.

Annual progress review – post transfer

After your transfer, you will have an Annual progress review ('APR'), which will take place each year on or before the anniversary of the start of your studies, until submission of your thesis.

The review is intended to be supportive, and to help to plan the completion of your research and submission of your thesis. It is also an opportunity for you and your supervisors to raise any problems with your progression and to identify solutions.

There are two models for Annual progress reviews:

- Model A – an annual review meeting with the PGR, supervisors, and an individual independent of the supervisory team. This model is used by the Faculties of Biological Sciences, Engineering and Physical Sciences, and Medicine and Health.
- Model B – an annual review meeting with the PGR and supervisors. A report of the meeting will be produced and reviewed by a committee within the faculty or school. This model is used by the Faculties of Arts, Humanities and Cultures, Business, Environment, Social Sciences.

What will you need to prepare?

You should use the GRAD workflow to complete your Annual progress review form and submit the required work. Whichever model is adopted by your faculty you will need to submit the following in advance of the review meeting:

- A reflection on your progress to date, with the opportunity to highlight any issues which may have adversely affected your progress

- Timetable for completion of your thesis eg a Gantt chart

- Any written work required by your faculty or supervisors

- Data Management Plan (required if you started study after September 2019)

A report of the meeting will be produced and will be available to you in GRAD at the end of the process.

For PGRs who started from Sept 2023 onwards, you are expected to review your PGR-Supervisor agreement with your supervisors as part of the APR process. If you make any changes, please upload an updated copy of the agreement to GRAD.

Further information on the process, timescales, deadlines and outcomes is available in the Annual progress review (post-transfer) guidelines on the Research student guidance page of the For Students website.

You can access training on the APR process via the 'Post-transfer to completion; viva; thesis format' course on the [Postgraduate research and training page of the For Students website](). This module provides further information about the APR process and guides you through the next stages as you move towards preparing for thesis submission and final examination. You can also revisit the [Research practice resources]() at any time, and particularly before assessment points, for guidance around academic integrity and avoiding plagiarism, ethical review and data management. Your engagement with the ethics review and data management processes will be reviewed as part of the APR.

The APR is a reflection and planning exercise rather than a formal assessment, however, if there are significant concerns about your progress the Progress support procedure (PSP) may be started. You can find more information on the [Progress support procedure page of the For Students website]().

Progress and attendance monitoring

To help you complete your research degree on time, your attendance and your progress with your studies will be monitored.

Please see the [Code of practice for research degree candidatures]() for a summary of the responsibilities of postgraduate researchers. The code of practice also provides a summary of the responsibilities of a supervisor.

Progression milestones

There are four main processes or events which we use to monitor your progress, all supported by the [GRAD]() system:

- [Supervision meetings]()
- [Your first formal progress review]()
- For doctoral candidates, the [transfer process]() including transfer progress report
- [Your annual progress reviews]()

Your supervisors will produce regular reports on your progress as part of the above processes, as well as monitoring your progress in acquiring generic and subject/professional skills. Your progress will be reviewed against your training plan and relevant learning outcomes.

At each stage you will be asked to provide a review of your progress and be given the opportunity to comment on any issues which have had a negative effect on your progress.

You can review the deadlines for your own milestones on GRAD. Please note that deadlines can vary depending on your programme and your school or faculty requirements.

Monitoring attendance

GRAD is the main method we will use to monitoring attendance and progress. It is vital that you maintain GRAD regularly so that your records are up to date. This is one of your responsibilities as outlined in the University's Code of Practice for Research Degree Candidature.

Graduate Schools regularly monitor your GRAD records and will contact you and your supervisors if they are not up to date, escalating to the DPGRS when required. Prolonged and unexplained absence from your studies or failure to maintain your GRAD record may lead to the triggering of formal procedures (including the presumed withdrawn process) and ultimately withdrawal, as well as reporting to UKVI for PGRs on a 'Tier 4' or Student Visa.

For more information see the PGR Attendance monitoring policy on the Research student guidance page of the For Students website.

Any absence from study must be recorded on GRAD and authorised by your Graduate School. A period of temporary leave from your studies can be supported through a suspension of study, authorised absence or annual leave. You can apply for these through the change request menu in GRAD. Your Graduate School can also provide further advice on these processes. You can also find more information on the If your research is disrupted pages on the For Students website.

What happens if I don't make satisfactory progress?

If there are serious concerns with your academic progress, the Progress Support Process (PSP) may be instigated as a supportive measure, to help you to get back on track with your research. If you persistently neglect your work, fail to make progress or to achieve a satisfactory academic standard after the PSP has been implemented, you may be required

to withdraw from the University. You can find out more information about this process on the [Progress support process (PSP) page of the For Students website](#).

Progress support process (PSP)

If you are not progressing or engaging as expected, it is essential that problems are identified and support put in place as quickly as possible.

Your supervisors have a crucial role in supporting you through your research degree and will offer guidance on your research and progress during your regular supervision meetings. As part of the normal supervisory process, your supervisors will provide feedback on your work and discuss any concerns they may have about your academic progress. Appropriate academic support, milestones and clear expectations should be agreed as part of the supervisory meetings.

Any issues that impact your progress or engagement should be addressed at the time they arise, so that you can be supported as needed. Delays can turn relatively simple challenges into much more complex ones and can prevent you from getting crucial and timely assistance.

Graduate Schools and other specialist support and wellbeing services around the University can help you with a range of situations. Information about these services can be found on the [Support and wellbeing page of the For Students website.](#) If you encounter unforeseen difficulties during your study you may wish to apply for a period of authorised absence, suspension or extension of study. The [If your research is disrupted pages on the For Students website](#) provides more information on these options. The Director of Postgraduate Research Studies and Graduate School can advise on what action may be needed and co-ordinate with other services to ensure the correct support is put in place (including support from Disability Services and Student Counselling and Wellbeing).

If concerns with your academic progress continue, the Progress support process (PSP) may be instigated as a supportive measure, to help you to get back on track with your research. The PSP provides a framework to ensure that you are informed of any risks to academic progress at an early stage and with an emphasis on early targeted support to get back on track with your research and successfully complete. The PSP allows for discussion of all necessary factors, such as:

- academic progress
- University regulations

- health considerations
- personal/family considerations
- immigration advice
- compliance with Home Office regulations
- financial considerations (including effects on any sponsorship).

The PSP has four stages. If progress is deemed to be satisfactory again at the end of any stage, the process will conclude; it is not compulsory to go through all four stages.

Please note this this is a summary of the process, for full details please refer to the [PSP policy on the Research student guidance page of the For Students website](#).

Stage A: PSP support meeting

This is normally a meeting with yourself, the DPGRS, your supervisor, and may also include a member of the Graduate School. The meeting will aim to:

- Discuss concerns
- Identify any mitigating circumstances
- Identify any support needed

After the meeting, there are several possible outcomes:

- If progress returns to normal, the PSP will conclude
- A period of suspension, extension or authorised absence may be recommended
- Other support or adjustments may be recommended; either as the conclusion of PSP or linked to a further period of support (stage B)
- A period of additional academic and/or pastoral support is recommended (stage B)

Stage B: Period of additional academic/pastoral support

This is a short period of targeted support and closer monitoring, intended to get you back on track. A support plan will be agreed, with clear expectations and action points. At the end of the period there are several possible outcomes:

- Progress is satisfactory and the process is concluded
- A further period of support is recommended
- Stage C of the PSP is recommended
- A period of suspension, extension or authorised absence is recommended

Stage C: PSP review and final meetings

The first part of stage C is the Review meeting which aims to identify ways to address the concerns and to support your future progress. The meeting will review progress against the support action plan and your supervisor and DPGRS will discuss with you any continued academic engagement or progress concerns. You will be given an opportunity to raise any mitigating circumstances. A new action plan for progress will be agreed, along with a date for review.

At the end of stage C is the final review meeting. This is an academic review of progress against the action plan and milestones, with a decision taken about continuation of the programme, recommendation to withdraw or transfer to a lower degree. If progress is being made but issues are not fully resolved, the decision may be deferred, however this can only happen once.

Stage D: University review stage and appeal

If withdrawal or transfer to MPhil has been recommended, this will be reviewed by the Graduate Board's Progression and Examination Group. The Group (or the Chair) will wish to see evidence that the PSP has been followed and that the academic decision has been clearly justified.

PGRs have the right of appeal following an adverse academic decision under the arrangements set out in the [Acedemic appeals procedure on the Secretariat website](#). The appeal must reach the University within 20 working days of the PGR receiving formal confirmation of the Progression and Examination Group decision. PGRs considering submitting an appeal are strongly encouraged to seek independent support from the [Leeds University Union (LUU) Advice team](#).

Leaving your research degree early

While we hope everything goes well with your studies, sometimes things don't quite go to plan.

If you're thinking about permanently leaving university before completing your studies, support is available to help you make a decision that's right for you.

If you are considering leaving the University, either temporarily or permanently, before completing your studies, please discuss this with your supervisor, Director of Postgraduate Research Studies (DPGRS) or Graduate School.

Withdrawing from the University may affect your maintenance grant, scholarship or doctoral loan payment so please contact your sponsor if you are thinking about leaving. If you have a University of Leeds scholarship or loan, please see the Fees and funding section below for more information.

If you are an international student, leaving your studies will have implications for your visa. See the Your visa section below for more information.

Please ensure that you monitor your university emails during your enquiry.

Leaving temporarily

If you wish to leave the University temporarily, you can request an authorised absence or a suspension through GRAD. The If your research is disrupted pages on the For Students website have more information and guidance on these options.

Asking for support

If you're thinking about permanently leaving the University, talk to your supervisors, Graduate School or DPGRS. They'll tell you how your school can support you and suggest any different options you might not have considered, so you can make an informed decision and understand the processes involved. You can read more about other assistance available to you on the Help and Support pages or the Postgraduate support and wellbeing page on the For Students website.

Your visa

If you have a Student or Tier 4 visa and permanently withdraw from your studies, you will be required to leave the UK. The University is required to report all permanent withdrawals to UK Visas and Immigration (UKVI). You should seek immigration advice from the Student Visa Advice team on StudentVisaAdvice@leeds.ac.uk

If you are an international student with a Tier 4 visa and are considering transferring to another university, you should check if they can assign you a new Confirmation of Acceptance for Studies (CAS). You may need to leave the UK to make another visa application.

Fees and funding

If you leave before the end of your course, your fees are calculated based on your leaving date and not your last date of attendance (unless these dates are the same). Please refer to the section "Process – how to become a permanent leaver" for more details on leaving dates. Once the dates are recalculated, if the university owes you money for fees paid the Fees team will arrange to refund the account used for the original payment. They will contact you on your personal email address, so please check with your Graduate School that we have the correct address. Find out more about fee payments when leaving the University early.

There are some situations where you may lose some, or all, of your student financial support:

- If you receive funding, such as a Doctoral Loan, overseas loan eg American Federal Loan, military funded schemes etc, please contact funding@leeds.ac.uk
- If you hold a scholarship that is administered by the central University Research Degree Scholarships Office, please contact pg_scholarships@leeds.ac.uk
- If you hold a scholarship that is administered by your school or faculty, please contact your Graduate School
- If you are a sponsored PGR, you should contact your sponsor to find out how your funding might be affected.

For further information and independent support, you can contact Leeds University Union Advice.

The process of permanently leaving the University

You should check your University emails throughout this process. You will not be classed as a leaver until the process has been completed and we may need to contact you at various points.

Contact your Graduate School to discuss your plans. They will offer to meet with you to talk through your available options.

They may suggest you get advice from the following people: University/LUU support services, the Fees and Funding teams, the Student Visa Advice team, the Accommodation team. You should also speak to your supervisor. If you are considering an authorised

absence or suspension from your studies, your Graduate School will advise you on this process instead of permanent leave.

Following your meeting with your Graduate School you will be given the option of more time to consider your decision. If you have any questions, you can discuss these with your Graduate School Officer.

If you decide to leave permanently, you should complete the leavers form and return it to the Graduate School promptly from your University email address, confirming in the email that you wish to permanently leave the University and your leaving date. The leaving date should be the date that you wish to leave the University; this should be within ten working days of submitting your form to your Graduate School. This will be used by Doctoral College Operations as an indicative date only.

Your Graduate School will check this form and will forward it to Doctoral College Operations, who will update your record and make you a permanent leaver. Your University IT account will close immediately when your record is updated and you will no longer have access to your Leeds University email address. You should hand over any data/IP to your supervisor. You may need to meet any school-specific requirements, eg returning any keys etc to your parent school. Your Graduate School will let you know if this is something you need to do.

Leaving in the first 14 days: cancelling your contract

After you have received your academic offer and up to 14 days after your start date (your start date is noted on your offer letter), you may cancel your agreement with the University and withdraw from your study, without reason. For more information and to cancel your contract, please see the Student Contract.

Accommodation

If you're in University accommodation, check the notice period on the Accommodation webpage to see when you will need to continue paying accommodation fees.

If you're in private-sector accommodation check the terms of your contract with your accommodation provider. Leeds University Union Advice offer advice on your rights and dealing with your landlord in this situation.

Council Tax

It is your responsibility to inform the council if your circumstances change and you're no longer a full-time student. There could be legal implications if you fail to notify the council of any changes. More information is available on the Council Tax exemption webpage of the For Students website.

How long does a research degree take?

As a postgraduate researcher, you are expected to be aware of your thesis submission deadline and to manage your time accordingly.

Managing your time

You are expected to work on your research project for an average of at least 37 hours per week, the same as a full-time academic post. This does not include paid work. If you are part-time, the usual expected workload is at least 20 hours work per week on your project. Your workload will inevitably vary throughout the year and should be agreed with your supervisor. Additional hours may be necessary when you're approaching a specific deadline, such as the submission of a transfer report or thesis.

Paid work whilst you are studying

If you are studying full-time, you can undertake paid work outside of your studies, but there are limits that you should be aware of.

During the standard period of study (ie before your overtime period) any paid work you do must not exceed 250 hours per academic session.

Once you have completed the standard period of study this limit does not apply. However, if you still receive a stipend from the University and start a full-time paid job, or are likely to exceed 250 hours work, you must let your Graduate School know.

Most scholarship payments will cease if you move into full-time employment or exceed the 250 hours per year limit. Any over-payment will need to be recovered, so please make sure you discuss any employment with your Graduate School.

If you are in the UK on a student visa, this limit still applies, even though your visa may permit a higher weekly limit. If you are in the UK on a student visa, at no point must you exceed the number of hours stated on your biometric ID card. For further information please contact the Student Visa Advice Service.

We also recommend that you are familiar with the Code of practice for postgraduate research students engaged in teaching

How long does a research degree take?

This table shows you the standard and maximum time periods to complete your research degree. The maximum period of study is the time limit you have for submitting your thesis.

Degree	Mode of study	Standard period of study	Maximum period of study
DClinDent, DClinPsychol, DPaedDent, EdD, PhD*	Full time	3 years	4 years
DClinDent, DClinPsychol, DPaedDent, EdD, PhD	Part time	5 years	7 years
PhD (0.75 PT – currently only available in FMH)	Part time	4 years	5 years
Integrated PhD	Full time	4 years	5 years
MD, MPhil	Full time	2 years	3 years
MD	Part time	3 years	5 years
MPhil	Part time	4 years	6 years
Masters by Research	Full time	1 years	1 years
Masters by Research	Part time	2 years	2 years
Split site (Model A and C)	Full time	3 years	4 years
Split site (Model B)	Part time (with some periods of full-time study at Leeds)	5 years	7 years

*In some specified cases, the standard period of study may be 3-4 years. For dual awards, please check your official University offer letter.

Submitting your thesis on time

PGRs are expected to submit their theses within the maximum time limit. You should keep in regular contact with your supervisor and let them know:

- if your project seems to be developing serious academic deficiencies
- if you are concerned about finishing your project in the required time
- if you feel you aren't getting the technical or resources support that you need
- Any personal/health difficulties which may have affected your progress

If you ever feel your supervision is inadequate it is important to discuss your concerns with your Director of Postgraduate Research Studies (DPGRS), your Graduate School or LUU.

Overtime

Overtime is the period between the end of your standard period of study and the final time limit for submission. It is also referred to as "writing up", as the expectation is that you are solely working on the thesis in this period and are not conducting any research.

The overtime period allows all PGRs (except Masters by Research and miscellaneous study) to register on a reduced fee after the standard period of study but within the maximum period of study. The fee cost is updated annually and is non-refundable. For more information about the overtime fee please see the Postgraduate fees page of the For Students website.

If you submit before the end of the standard period of study, or up to one month after the start of the overtime period, you will not be required to register during the overtime period.

Submitting your thesis early

In some cases you may be able to submit your thesis early, before the end of your standard period of study. It is possible to submit your thesis up to six weeks before the end of your standard period of study, without the need for a special request. However if you wish to submit earlier than this, your DPGRS must submit a recommendation to the Graduate Board's Progression and Examinations Group for a 'reduction' to your standard period of study.

If you think you will be able to submit your thesis early (more than six weeks before the end of your standard period of study) you must first discuss this with your supervisors. Early submission of the thesis can only be made where it is supported by your supervisors and your DPGRS.

A DPGRS can only recommend early submission if:

a. the thesis is complete and ready for submission, and;

b. has been read by your supervisor in its entirety. Your supervisor must confirm in writing that they have read your thesis and they believe it is ready to be examined.

You must, however, take responsibility for the work that you submit. The Graduate Board is clear that even if the supervisor has agreed to early submission of the thesis, this does not mean that the award of a degree is guaranteed.

There are limits to the length of the reduction that can be approved. With an approved reduction the earliest dates you can submit your thesis are:

Programme	Earliest submission date
PhD, EdD, DPaedDent (full time)	At the end of two calendar years of full-time study
PhD, EdD, DPaedDent, DClinEd (part time)	At the end of three calendar years of part-time study
PhD split-site	At the end of three calendar years of study under split-site arrangements
Integrated PhD	At the end of three calendar years of full-time study
DClinPsychol	PGRs may submit their thesis in the May of year three of their studies (if they are in a position to do so) without the need for a formal request to be made
MD, MPhil (full time)	At the end of one calendar year of full-time study
MD, MPhil (part time)	At the end of two calendar years of part-time study

No reduction of the period of study is permitted for the Masters by Research degree under the University's regulations. Masters by Research PGRs may still submit their thesis six weeks before the end of the standard period of study, using the grace period noted above.

If you are receiving a stipend as part of a scholarship, payment will stop once you have submitted, even if it is before the end of the scholarship duration. You will also be liable to pay council tax once you have submitted. PGRs on a student visa are advised to contact the Student Visa Advice service for immigration advice on the implications of early submission to their visa status.

Fee Refund

If you are funding your studies yourself, you may be eligible for a partial refund of fees if you have an approved reduction to the standard period of study and you finish early, subject to completion of a successful examination. (This is not applicable to Masters by Research students as a reduction to the standard period of study is not permitted under University regulations).

No refund will be made unless all academic fees have been paid in full for the year/session in which you are submitting, you are successful in your examination and have appeared on a pass list.

Please contact the Student Fees team for further advice on the fee refund arrangements.

The fee refund applies only to those submitting within the standard period of study. The Overtime period fee is a special concession that allows you to register for a reduced rate and is non-refundable, irrespective of the month of submission.

Information about the duration of studies (including standard and maximum time periods, as well as information on submitting your thesis early) can be found in your official University offer letter.

Visiting PGRs: For PGRs who are on distance-learning, split-site of dual-award programmes

If you are on a Split-site, Dual Award, Collaborative or Distance-learning programme, your programme of study will have certain requirements for attendance and study points in Leeds over the course of your candidature.

You can find further information about the attendance requirements for your degree in the Programme of Study available here. It is expected that this pattern and period of

attendance will normally be followed, but if you have any questions or feel you might need to make any changes please [contact your graduate school](.).

Whether you are coming to Leeds to study for a few days or a few months, there are some things that you will need to do before and during your stay. You can find information in the [Programmes of Study](.).

International PGRs

Right to study check

If you require a visa to enter the UK, you must complete a Right to Study check each time you come to Leeds. This allows the Student Documents and Visas Team to check your immigration permissions to ensure that you can study in the UK on your visa. This is a requirement of UK Visas and Immigration (UKVI).

If this is your first visit to Leeds, you will need to complete to complete an [Identity Check](.). For all subsequent visits, please email your immigration permission documents to [studentidcheck@leeds.ac.uk](.).

You can find detailed information about what immigration documents are required on our [What Documents You Need For Your ID Check webpage.](.)

Not completing the Right to Study check could result in your withdrawal from your studies at the University of Leeds. It could also cause issues with future visa applications for visits to the UK. For help and support with your visa, contact the Student Visa Advice team ([StudentVisaAdvice@leeds.ac.uk](.)).

ATAS clearance

If your course requires you to have ATAS clearance, you will need to make a new ATAS application before each time you arrive in the UK. PGRs who do not have approved ATAS will not be permitted to study in the UK. https://students.leeds.ac.uk/atas

Before you arrive in Leeds:

- Confirm your arrangements with your supervisor and Graduate School. This may include the dates of your arrival, your study space, and any assessment/examination arrangements that may take place during your visit. Make sure you know where you need to go and how you can get access to your School and Faculty buildings. We recommend you do this at least one month before your planned arrival date so that your Graduate School has time to make local arrangements and provide relevant guidance and support. Your Graduate School also needs to notify Doctoral College Operations, who will update your record with your visit dates.

- Some international PGRs may need a visa to enter the UK. Information is available on the website https://students.leeds.ac.uk/info/21506/your_visa Guidance can be provided by the Student Visa Advice team (studentvisaadvice@leeds.ac.uk). Please also see the section below for the steps you will need to take for each visit to Leeds.

- Some international PGRs will need to apply for ATAS. Information is available on the ATAS page of the For Students website.

- You will have already seen the Doctoral College Induction Checklist during your induction; however it will be useful to re-visit this ahead of your arrival in Leeds.

- For international PGRs there is useful guidance about preparing for Leeds on the International Students pages of the For Students website

Your first visit to Leeds

We recommend you review the Doctoral College Induction Programme and the International Orientation information.

These pages will provide you with more information about events (both in-person and

online), support services, getting to know campus, how to stay safe and training available.

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The Doctoral College runs regular Meet & Greet sessions for both new and existing PGRs. These sessions are a chance for you to meet Doctoral College staff, staff from other support services (such as Counselling and Wellbeing services, the Careers Service, International Student Office and Leeds University Union) and academic staff, as well as other PGRs.

All Meet & Greet dates, as well as news, events and opportunities, are advertised on the PGR Teams space and the Doctoral College Events calendar.

As part of your visit, you should also:

- Visit your Faculty and School buildings:
- Collect any key/access cards to access relevant facilities
- Complete any required health and safety training
- Meet your supervisors and any research groups/clusters you are part of
- Know where your work space (desks, laboratories etc) are and how you get to them
- International PGRs will need to complete a right to study check (mentioned above)
- Make sure that any supervision meetings while you are in leeds are held in person and recorded in GRAD.
- Take the opportunity to meet with your Director of Postgraduate Research Studies (optional).

Subsequent visits to Leeds

- Visit your Faculty and School buildings:
- Collect any key/access cards to access relevant facilities
- Complete any required health and safety training

- Meet your supervisors and any research groups/clusters you are part of

- Know where your work space (desks, laboratories etc) are and how you get to them

- International PGRs will need to complete a right to study check (mentioned above)

- Some international PGRs will need new ATAS clearance (mentioned above)

Before the end of your visit to Leeds

Your supervisor or school staff will let you know if there are any specific tasks you need to do before you leave Leeds. This might include the following:

- Return access cards or keys

- Ensure that lab areas are cleared. Ensure a plan has been agreed with lab staff about any samples that have been left

- Return IT equipment

- Clear desk and locker space

- Plan your next visit!

Change of Study Location

There may be some circumstances where you need to submit a change of study location via GRAD.

The change of study location workflow is crucial for keeping the university informed about your study location. This information enables the Graduate School to provide you with the necessary support and ensures that the university meets legal and regulatory requirements (internal and external), including health and safety, Export Controls and UKVI compliance. If you are sponsored under the Student Visa Route you must complete a Change of Study location application before any period of study away from Leeds commences.

The workflow is completed under the Change requests function on GRAD. You must complete the workflow at least one month before any planned period away from Leeds begins. This requirement applies to both UK and overseas study locations. The arrangements must be reviewed and approved by your supervisor, your DPGRS and your Graduate School. It is important that you complete this workflow early enough to allow for approval before your departure from Leeds.

The form should be completed in the following scenarios:

- Fieldwork: if you are planning to conduct fieldwork or other studies away from the University, such as archaeological digs, environmental and biological collection work, surveys, or interviews, meetings and conferences in the UK or abroad. Please refer to the detailed guidance on the [Fieldwork page on the Wellbeing, Safety and Health website](#).
- Work placement: If you are planning to undertake a work placement for skills or career development that is separate from your thesis research, but during which you will remain registered for study. If you are on a Student visa, then you must follow the guidance below.
- Overtime: If you are on a Student visa and plan to return home during your overtime period.

Information required

- Purpose of the period of study spent away from Leeds
- Dates
- Location
- Arrangements for supervision: You will need to record either: that regular online supervision meetings (not via email) will continue to take place and will be recorded in GRAD, as usual; or: that it will not be possible for regular supervision meetings and monitoring of academic progress to take place. If Supervision meetings will not continue and you are on a Student Visa, then the University must withdraw sponsorship under the Student Visa Route. You will be required to apply for a new CAS and fresh entry clearance before returning to the UK. Further information is available on Further information is available on the [Your visa page of the For Students website](#).
- Confirmation that fieldwork risk assessment processes and/or export controls will be discussed with your supervisor.

Your request will first be forwarded to your supervisor, then to your Graduate School, and finally to your DPGRS.

Fieldwork risk assessment process

For guidance on fieldwork and travel, please visit the [Research in Practice page of the For Students website](#). Health and Safety Services outline the University's requirements for fieldwork health and safety for staff and PGRs, along with helpful guidance. Ensure you have

read and understood the necessary steps for risk assessments on the [Fieldwork page on the Wellbeing, Safety and Health website](#).and discussed them with your supervisor.

Export Controls

UK Export Controls restrict the transfer or disclosure of sensitive goods, software, and technology (including know-how and other information) to recipients and destinations outside the UK. This encompasses physical exports, electronic transfers (via email, file sharing, virtual meetings, etc.), and verbal communication. Export control legislation may apply if your research involves any High Risk subject areas or dual-use categories, especially if you will be traveling outside the UK during your studies. Detailed guidance is available on the [Guidance on Export Controls page of the Research and Innovation Service website](#). Please discuss with your supervisors whether an export control licence is required. They can contact the Trusted Research Environment Manager for assistance and advice. Additionally, the University must comply with banking regulations concerning transactions with certain countries or regions, which may necessitate enhanced screening and due diligence for any change of study location involving these areas. Further information on Sanctioned Countries is available on the [How to pay page of the For Students website](#).

PGRs on student visas

If you are sponsored under the Student Visa route, any change of study location for one month or longer must be reported to UKVI. As a visa holder it is your responsibility to submit a Change of Study Location in GRAD before the period of study away from the University commences.

The University can only continue to sponsor a PGR under the Student Visa route for study away from Leeds during approved fieldwork or if you are in your overtime period.

Applications for a change of study location for other reasons (such as personal, family, or health issues) during the standard period of study will need to be considered under the authorised absence, annual leave, or suspension of studies processes. We can support you in taking a short period away from your studies for these reasons. Please [contact your Graduate School](#) for further advice. More information about time away from study can be found on the [If your research is disrupted pages of the For Students website](#).

UKVI visa regulations tightly limit the circumstances under which international PGRs can undertake work placements. If you are studying in the UK on a Student Route visa and are considering a work placement, it may only be possible if your programme includes an

integral and assessed work placement. Please seek advice from both your Graduate School and the Student Visa Advice team before proceeding.

Supervision meetings during change of study location

During a change of study location, regular supervision meetings must continue to take place via video streaming, and notes of these meetings must be recorded in GRAD for audit purposes. Please note that e-mail does not count as an accepted format for supervision meetings. The University must continue to monitor academic engagement and progress to satisfy UKVI requirements. If regular supervision meetings and monitoring of academic progress are not possible, the University must withdraw sponsorship under the Student Visa route. You will be required to apply for a new CAS and fresh entry clearance before returning to the UK. Further information is available on the Your visa page of the For Students website.

Thesis submission and the viva

Examination process overview

When you are approaching the end of your research degree, you'll need to start the submission and examination process.

Find out the process and timescales for the submission and examination of your thesis so you know what to expect and how long it's likely to take. Please see the [Guide to the thesis submission process](#) (PDF) for more detailed information.

For information about what will change after you submit your thesis, such as your stipend payments and council tax status, see the [Between Submission and the Viva page of the For Students website](#).

During the final year of the standard period of study

A range of support is available for your final year of the standard period of study via online training courses and modules. You can find more information on the [Training and research skills page of the For Students Website](#).

You should familiarise yourself with the expected and maximum time limits for the submission of your thesis on the [How long does a research degree take? page of the For Students website](#). You can check your GRAD record for all milestones dates and contact [your Graduate School](#) if you have any questions.

You should also begin thinking about the process for examination entry. You can find out more about the examination entry process on the [Examination entry page of the For Students website](#).

At least three months before submitting your thesis

You should complete and submit the GRAD examination entry workflow. Read more about this process on the [Examination entry page of the For Students website](#).

Your supervisor will approach potential examiners. Once the potential examiners have informally agreed, your supervisor will complete their part of the examination entry workflow with the nominations. The workflow is checked by your Graduate School and

Director of Postgraduate Research Studies (DPGRS). It is then sent to Doctoral College Operations (DCO) to check the eligibility of the proposed examiners before the Progression and Examinations Group (PEG) reviews and approves the recommendation.

Proof-reading your thesis

You are permitted to have your thesis proof-read by a third party for submission before examination. Please see the proof-reading policy, on the [Research student guidance page on the For Students website](#). Responsibility for all aspects of the thesis submitted for assessment remains with you as the author of the thesis.

Submitting your thesis

Theses should be submitted via GRAD as a PDF; hard-bound copies are not required. You may upload your thesis to GRAD at any time in the day up to 23:59 on or before your thesis submission deadline, but Graduate School and Doctoral College Operations staff will only be available to assist you during normal office hours. Where the maximum time limit for submission falls on a day when the University is closed because of either a holiday period (for instance a Bank Holiday) or a weekend, the deadline for upload of the thesis to GRAD will be no later than 23:59 the next working day.

Further information is available on the [Submitting your thesis page of the For Students website](#).

Your oral examination (viva)

This will normally take place within three months of your examiners receiving your thesis. Further information is available on [The viva page of the For Students website](#).

After your oral examination (viva)

The examiners will informally notify you of their recommendation (usually immediately after the viva but within 24 hours) and will prepare a report on the viva which is passed to the DPGRS before forwarding to DCO. The examiners' report is considered at the next Progression and Examinations Group meeting. The examiners' recommendations are always subject to final approval by that Group.

If you've been recommended for the award of the degree with no corrections, you can prepare and deposit your eThesis.

If you've received a referral, you'll receive guidance outlining the required changes to help you prepare to resubmit. Further information is available on the [Referral and resubmission for research degrees page of the For Students website](#).

Further information about what to do after your viva is available on [The outcome of your viva page of the For Students website](#) and [After your viva page of the For Students website](#).

Depositing your final thesis

Once the internal examiner has approved any corrections, you can arrange for your eThesis to be uploaded to White Rose eThesis Online (WREO). Further information is available on [Submitting your final eThesis page of the For Students website](#).

Publication of pass list

Pass lists are published weekly, usually on a Friday. Your name will be published on a pass list after:

- The examiners' report has been approved at a Graduate Board's Progression and Examinations Group meeting.
- DCO has received confirmation that the internal examiner is satisfied that you've completed any required corrections.
- You have submitted your eThesis.
- You've paid all your tuition fees.
- Marks have been returned for any taught modules that form part of your programme of study.

After your name has been included on a pass list, your examiners' report will normally be uploaded to GRAD within 10 working days. You will be notified of award of your degree by email and in GRAD.

Graduation

Further information can be found on the [Award of your research degree and graduation page of the For Students website](#).

Examination entry

At least three months before you plan to submit your thesis for examination, you must complete the examination entry workflow in GRAD (sometimes called the 'examination entry form').

Please see the Guide to the thesis submission process on the [Research student guidance page of the For Students website](#) for more information on the processes.

Postgraduate researchers registered at one of the accredited institutions (Leeds Trinity University or York St John University) have separate arrangements; please contact your institution directly.

The examination entry process

You need to complete the examination entry form workflow in [GRAD](#) at least three months before you plan to submit your thesis.

To access the examination entry form, from the main GRAD front page select 'My project'. On the right-hand side of your project page select 'Thesis examination', and confirm you want to start the record. This opens two workflows:

(a) Examination Entry:

You will need to confirm your thesis title, whether you have been a member of staff and provide details of ethical review and any publications. You can then submit the workflow to your supervisor so they can nominate the examiners. You can track the progress via the status box in the workflow.

(b) Thesis Submission:

This workflow will remain open until you are ready to submit your thesis for examination.

The examination entry workflow in GRAD

The workflow covers all research degrees including practice-led programmes. You can track the progress and status of your examination entry workflow at all times in GRAD (see the Status section on the right-hand side of the thesis examination workflow in GRAD). You

will receive an email notification through GRAD once the workflow and examiner details have been approved.

At least one internal examiner and one external examiner will be appointed. In some cases, the appointment of an independent chair may also be required. Postgraduate researchers 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 Director of Postgraduate Research Studies. The final decision is made by the Progression and Examinations Group.

Submitting your thesis for examination

When you are preparing to submit your thesis for examination, take some time to familiarise yourself with the deadlines involved as well as the required format for submission.

Please see the Guide to the thesis submission process on [the Research student guidance page of the For Students website](#) for more information on the processes.

To complete the thesis submission, you should upload a PDF copy of your thesis to GRAD. You are also able to upload a Covid-19 impact statement, which discusses any impacts of Covid-19 on your research plans, and the choices made to respond to this. Please use the template provided on the [Research degree assessment page of the For Students website](#) and upload to GRAD alongside your thesis submission.

Thesis format regulations

The Guide to the thesis examination process includes information on:

- entering for examination and completing the relevant examination entry workflow in GRAD.
- the content and layout of your thesis (including font size, margins, pagination, referencing styles, illustrative materials, abbreviations)
- the presentation of the title page and the statements which must be included in your thesis
- thesis length requirements, and what to do if you think you might exceed them

- including work from any jointly-authored publication in your thesis (please see the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission on the Policies and Procedures page of the SES website](#))
- advice on what to expect before, during and after the viva
- advice on eThesis preparation and presentation
- including supplementary material alongside your thesis submission (please see the Policy on Inclusion of supplementary material within a thesis submission for examination on the [the Research student guidance page of the For Students website](#))
- submission of a thesis in a language other than English (applies only to candidates registered in the School of Languages, Cultures & Societies, please see the policy on the [the Research student guidance page of the For Students website](#))

Alternative format thesis, including published material

This model of submission is currently only available to PGRs registered in the in the Faculties of Environment, EPS (Engineering Schools only), Biological Sciences, Medicine and Health or Arts, Humanities and Cultures.

PGRs in these faculties who wish to consider this route to submission must first discuss this with their supervisory team. This model of thesis can only be submitted where the supervisory team supports this format of submission and is satisfied it is appropriate and meets the protocol in place for that faculty. Please see the Faculty Protocols for the format and presentation of an alternative style of doctoral thesis including published material on the [the Research student guidance page of the For Students website](#).

Dual award PhDs

If you are registered on a dual award PhD, there may be particular expectations for your thesis and/or viva, depending on your programme of study:

[Dual Award Guidance - General Guidance for all awards](#)

[University of Leeds – University of Copenhagen](#)

[University of Leeds – University of Coimbra](#)

[University of Leeds – University of Ljubljana](#)

[University of Leeds – Lulea Technical University](#)

Guidance to follow:

University of Leeds – Nanjing University

University of Leeds – Beijing Jiaotong University

University of Leeds – Petroleum University of China (QingDao Campus) (UPC)

University of Leeds – Southwest Jiaotong University (SWJTU)

Deadline for submission

You should aim to submit your thesis within the standard period of study of your research degree programme. However, you must submit your thesis for examination by the maximum time limit for your programme. Your standard period of study and maximum time limit dates are visible on your GRAD record. If difficulties arise you must talk to your Graduate School as soon as possible for advice. See the Examination process overview page of the For Students website for more information on the submission timings on your deadline date.

Submitting your thesis early

In some cases you may be able to submit your thesis early, before the end of your standard period of study. Your DPGRS must submit a recommendation to the Graduate Board's Programmes and Examinations Group for a reduction to your period of study. Early submission of the thesis can only be made where it is supported by your supervisor and your DPGRS, the thesis is complete and ready for submission and it has been read by your supervisor in its entirety.

Please see further information on the How long does a research degree take? page of the For Students website.

Uploading a PDF to GRAD

You must upload a PDF copy of your thesis to GRAD using the Thesis Submission workflow. Please see the Guide to the thesis examination process for further advice. Please contact your Graduate School in advance of your thesis submission if there are any concerns with this, for example, if there are confidentiality or commercially sensitive issues with your research.

Practice-led research degrees

Please make sure you are fully aware of the submission requirements for your degree. You can find more information by checking the practice-led policy for your faculty or school on the [the Research student guidance page of the For Students website](#).

After submission

Your thesis will be sent out to your examiners normally within ten working days of submission, providing that it meets the University's requirements and your examination entry workflow has been approved by the Examinations Group. A GRAD email notification (to your University account) will be sent to confirm that your thesis has been sent out to your examiners, and will include advice about the next stages in the process. If Doctoral College Operations has only recently received your examination entry workflow (or your workflow has not yet been completed), if there are any issues with the length or formatting of the thesis, or if your thesis has been submitted after the maximum time limit there may be a delay in sending your thesis out for examination.

Between submission and the viva

There are a number of things to consider once you have submitted your thesis and are waiting for your viva to take place.

Under examination status

PGRs who have [submitted their thesis](#) are classed as "registered whilst under examination" (UE) for up to six months whilst awaiting the viva. There is no tuition fee charge for this period. You can make full use of facilities whilst preparing for your viva and for a short period after examination when you may be required to make minor corrections to your thesis or may be preparing papers for publication. If there is a delay in your examination which means you will need access for longer than six months post-submission please [contact Doctoral College Operations (Examinations)](#). If you need a letter confirming your registration status at this time, for example, if it has been requested by your sponsor, please contact [Doctoral College Operations](#). You can also [contact your Graduate School](#) during the UE period if you have any questions.

Council Tax

During the UE period, PGRs do not qualify for Council Tax exemption. Please see the [Council tax exemption page of the For Students website](#) for more information. If you are struggling to pay your Council Tax bill, contact [Help & Support at Leeds University Union](#). It's important that you don't ignore a Council Tax letter as there may be legal implications.

Access to IT/facilities

Access to IT and other University services and facilities such as the libraries, labs, office space, etc remains available during the UE period.

Registration

Under UE status, PGRs do not need to re-register. Even if you pass the anniversary of your start date during your UE period, you won't need to complete the registration process again.

Attendance

During the UE period, it is still expected that PGRs will continue to have regular supervision meetings which need to be recorded in GRAD. This is in accordance with the Attendance and engagement monitoring policy for PGRs which you can find on the [Research student guidance page on the For Students website](#). If you are a PGR on a Tier 4/Student Visa, you must continue to engage with and record supervisions so that attendance monitoring can comply with the terms of your visa.

Student visa

There is no requirement for PGRs to stay in Leeds once they have submitted their thesis for examination. Student Visa PGRs must complete a Change of Study Location request in GRAD at least one month before they leave Leeds. All PGRs must follow normal attendance monitoring processes (ten supervision meetings per year with gaps of no more than eight weeks between meetings) and records must be kept in GRAD. If it is agreed that your viva will take place in Leeds, you should return for this to take place. PGRs who need a visa to enter the UK may need to apply for a new visa or extend their current visa. Advice should be sought from the [Student Visa Advice team](#). Guidance on returning to the UK after your course end date is available on the [At the end of your course page on the For Students website](#)

Graduate visa

If you have questions about applying for a Graduate visa during the period between thesis submission and your viva, please [contact Doctoral College Operations](#).

Stipend payments

Some funding awards have regulations about returning overpayments or being able to continue to receive funding if you continue to work on research relevant to your programme even after submitting your thesis. You should be sure to check any conditions of your funding and if you have any questions, please get in touch with your Graduate School in the first instance.

Financial support

If you need advice on financial support between submitting your thesis and your viva, please contact your Graduate School. They will be able to direct you to the appropriate resources and information.

Teaching/demonstrating

You can continue with teaching commitments at the University during the UE period. Any teaching engagement will automatically end when you are no longer registered as a PGR at the University (when your name appears on a pass list) or when the teaching activities have been completed. Please see the Code of practice for postgraduate researchers engaged in teaching on the [Research student guidance page on the For Students website](#) for more information.

Insurance

You are insured to carry out research activity (ie attending conferences, carrying out employability activity or research related travel) until your name appears on a pass list.

Preparation for your viva

It can be an anxious time as you approach your final viva. Guidance on the viva, including video streamed vivas, is available in a [Viva Collection section in LinkedIn Learning](#). Please use your usual University login.

For those with upcoming vivas you can experience a short mock viva when participating in a Your Viva workshop. Information about the workshop and how to book is available via ODPL's PGR development webpage.

If you are unable to attend the workshop or you particularly want to experience answering viva questions in a video streamed environment, you can request a mock viva by emailing researcherdev@leeds.ac.uk. Your email needs to indicate you would like a mock viva and why you are requesting it. Please note that you can ask your supervisor to do a mock viva with you; the support from OD&PL is offered in addition to any support from your supervisor.

Disability support

If you think you will require reasonable adjustments for your viva, please contact your Graduate School and Disability Services as soon as possible. You should also read the Reasonable adjustments policy for PGRs on the Research student guidance page on the For Students website.

Your viva

You will receive notification of your viva arrangements via your University email account so please continue to check your emails during the UE period.

For further information, please see The viva page of the For Students website.

The viva

The viva (also known as the oral examination) is a vital part of the assessment process. Find out how it is arranged and what to expect during your viva.

Please see the Guide to the thesis submission process on the Research student guidance page of the For Students website for more information on the processes explained on this webpage.

The purpose of a viva

All postgraduate researchers (PGRs) must attend a viva to ensure that the thesis meets the University standards for the degree, and that they have written and understood the work submitted.

Arrangements for your viva

Your internal examiner will let you know the date and time of your viva, which should normally be within three months of your thesis being sent to your examiners. If you have a tight schedule (for example a job offer subject to award of the degree, or your visa is due to expire) please tell your supervisor and Graduate School as soon as possible. The viva may be in person, online via video streaming, or a hybrid.

If you are planning to hold your viva online via video streaming you should refer to the Policy for the use of video streaming for the viva examination on the Research student guidance page of the For Students website.

Preparing for your viva

The following may be helpful but please consult your supervisory team for appropriate guidance in preparation for your viva.

- You can attend the Your Viva workshop run throughout the year by OD&PL. You can find more information about this workshop and other resources and support available on the Training and research skills page of the For Students Website
- You should, at an early stage in your candidature, make yourself aware of the criteria for award of the research degree programme for which you are registered. This is the criteria that will be used by the examiners at the final examination stage. The requirements and learning outcomes for research degrees are provided on the Research student guidance page of the For Students website.
- After the viva, the examiners must produce a joint report which outlines their recommendation. You might find it helpful to look at the examiners' report form which describes the criteria against which your examiners will be assessing your work. The form can be found on the Examiners' joint report after the viva page of the SES website.

Use of University facilities while awaiting your viva

Your access to library and IT facilities is automatically extended without charge for a period of up to six months from the date of submission of your thesis. This is known as 'registration whilst under examination'. It enables you to make use of facilities whilst preparing for the examination and also for a short period after examination when some candidates are required to make minor corrections to their thesis. The Between submission and the viva page of the For Students website has more information about the 'under examination' period.

What you can expect on the day

The University does not have specific regulations regarding the length of the oral examination or what should be discussed, except that the thesis should be discussed with you. The viva gives you the opportunity to demonstrate your understanding of the subject and answer questions to support aspects of your thesis that the examiners may not be satisfied with. You can expect to see the internal examiner, the external examiner, the independent chair (if appointed) and your supervisor (as an observer only, and only if you wish them to be there).

Your viva must be conducted in English (with the exception of research degrees in the modern languages, where if approved by the Graduate Board and with the agreement of the examiners, the viva might be conducted in a language other than English).

You should take a copy of your thesis to your examination. Your copy of the thesis may be annotated or referenced with notes, for example to mark editorial errors you have spotted when re-reading the thesis or help you find sections quickly. Recording of the viva by any party is not permitted.

Result of the viva

The result of the examination should be given informally to you, normally immediately after the oral examination, or within 24 hours of completing the viva. Further advice is available about possible outcomes and what happens after your viva on the Outcome of the viva page of the For Students website.

The outcome of the viva

Find out the possible recommendations examiners can make on your thesis and what to do in each case.

The outcome of the viva is normally given informally to you immediately and by no later than 24 hours after the viva has taken place. Please see the Guide to the thesis submission process on the [Research student guidance page of the For Students website](#) for more information on the processes explained on this webpage.

Possible recommendations

After the viva, your examiners produce a joint report which outlines their recommendation. The recommendation of the examiners is subject to final approval by the Graduate Board's Progress and Examinations Group, which must consider the examiners' report at its next meeting. The examiners will inform you of the recommendation they are sending forward on your thesis. The possible recommendations are:

Pass

Where your thesis satisfies the requirements for the award and no further corrections are required. You will need to submit your final eThesis to the University within one month of the viva date.

Pass (subject to the correction of 'editorial and presentational corrections')

Where your thesis satisfies the requirements for the award of the degree but is found to contain minor editorial and presentational errors (trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other 'signpost' material for the sake of clarity). Your corrections must be completed and returned to your internal examiner for approval within four weeks from the viva.

Pass (subject to the correction of minor deficiencies)

Where your thesis satisfies the requirements for the award of the degree but is found to contain minor deficiencies (rewriting of sections, correcting calculations or clarifying arguments and the correction of minor typographical errors). Your corrections must be completed and returned to your internal examiner for approval within 12 weeks from the viva.

Referral

Where your thesis is potentially of a standard to merit the award of the degree, but it does not, at this stage, satisfy the requirements for award. You will be required to revise your thesis, which may entail further research, or any other activity required by the examiners, and resubmit this for re-examination. Please see the [Referral and resubmission page of the For Students website](#) for further guidance.

Fail

If the examiners recommend that your thesis be failed there is no further opportunity to revise and resubmit the work.

MPhil award on PhD submission

For candidates submitting for PhD only, the examiners may recommend the award of MPhil (with or without minor corrections) in cases where the thesis fails to achieve the standard for the award of a PhD but does satisfy the criteria for the award of the degree of MPhil.

Appealing

In some circumstances, you may wish to appeal against an adverse academic decision. You will receive details of the appeals process in an email sent to you notifying you of the outcome of your viva, so please read it carefully. You can also read further details of the procedure governing the consideration of postgraduate researcher appeals on the [Academic appeals page of the University of Leeds Secretariat website](#). If you are considering an appeal against the outcome of the examination, you are strongly encouraged to seek independent advice and support from the [Leeds University Union Student Advice team](#). You should also speak to your supervisory team and your [Graduate School](#).

After your viva

After your viva, you may be required to make corrections to your thesis and have these approved by your internal examiner before submitting the final version.

Please see the Guide to the thesis submission process on the [Research student guidance page of the For Students website](#) for more information on the processes explained on this webpage.

Referral and resubmission

Please see the [Referral and resubmission for research degrees page of the For Students website](#).

Correcting your thesis

If your examiners recommended that your research degree be awarded subject to editorial and presentational corrections, or minor deficiencies, the award cannot be confirmed until the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard.

After successful examination you should begin to prepare the final version of your thesis by undertaking any corrections and returning these to your internal examiner within the following time period:

- for editorial & presentational corrections: four weeks from the date of the viva
- for minor deficiencies: 12 weeks from the date of the viva

Individual pages of the thesis must be fully corrected, and it is not possible to simply provide an errata page. You are advised to consult with your supervisory team throughout this process. The internal examiner does not take a supervisory role during the correction period. They may, however, provide clarification of the corrections required. If you are unclear about any of the minor deficiencies requiring correction you must seek clarification promptly, and at an early point in the correction period. You should consult with your supervisor in the first instance and, if appropriate, your supervisor may contact the internal examiner for further clarification.

If you experience any problems completing and returning the corrections to your internal examiner by the relevant deadline, please [talk to your Graduate School](#) who can provide advice and support. If appropriate, you can apply for an extension to the corrections period via the Change Requests in [GRAD](#).

Approval of corrections

You should submit your corrections to your internal examiner for checking, along with information outlining what corrections you have made. This could be in the form of tracked changes or as a separate list. Please check with your internal examiner what format they would prefer.

Once the internal examiner has approved the corrections (possibly after consultation with the external examiner) they will confirm this, and your final thesis can be submitted to White Rose Etheses Online.

Submission of your final ethesis

Your thesis should be submitted to White Rose Etheses Online as soon as you have heard from your internal examiner; you should not wait to hear from Doctoral College Operations. Please see the Submitting your final ethesis page of the For Students website.

Appealing your award

Please see the The outcome of the viva page of the For Students website.

Publication of Pass List

Please see the Award of your research degree and graduation page of the For Students website.

Losing email access

Your IT account (including access to email, eduroam, library systems, Minerva, m:drive, Office365 and more) will stop working 90 days after the date your name appears on the pass list. You will receive an email with the exact date this will happen. You should prepare for this by letting people know about your change of email address and copying any important information to your personal device or storage facility. More information about the pass list can be found on the Examination process overview page of the For Students website.

Checklist for finishing

The checklist below is intended to help you when you finish your research degree. Although not all points in the checklist may apply to you, please work through this list with your supervisor to ensure that you have checked all the important points for you and your degree.

Facilities and administration

- Clearing workspace/storage/returning equipment
- Return keys/fobs
- Expenses/costs
- Clearing lab space
- Returning materials/chemicals/COSHH and lab records signed off/deposited
- Check student card expiry date
- Apply for alumni library card

Supervisor and research arrangements

- Final meeting with supervisory team
- Final presentation with research group / cohort

Professional Development

- Careers Centre consultation (available to alumni too) / mock interview
- Discussion with supervisors about career opportunities
- Identify referees
- Professional training
- Post-study work visa application

IT Services

- Archive email / redirect
- Email address expiration/extension
- Backing up records (meetings/references) from computer or network drives
- GRAD archive
- Inform IT that desktop PC can be wiped/reinstalled
- Data/experiments log archived

Personal & Social

- Leaving university accommodation/moving out
- Saying goodbye to colleagues (admin and academic) & fellow PGRs
- Celebration
- Exit interview & feedback/reflection (with DPGRS/supervisory team)
- Arrange to change title with bank, etc.
- Make sure your contact details are up to date with the Alumni team – this may be especially important for receiving information about graduation. You can update your contact preferences on the 'my details' section of the [University of Leeds Alumni website](#)

Graduation (July and December)

- Check the [Graduation pages of the For Students website](#) for details
- Graduation dates usually published March/September
- Register for graduation (usually opens in May/October) or in absentia – please get in touch with the [Student Information Service](#) if you don't receive communication about registering for graduation when you expect to.
- Buy tickets for graduation for friends and family
- Hire/buy gown for ceremony
- Arrange photographs
- Check school arrangements for graduation celebrations

Referral and resubmission for research degrees

If the examiners recommend that your thesis is referred for resubmission, you'll be required to revise the thesis, which may include further research, and resubmit it for re-examination.

Please see the Guide for candidates referred for resubmission on the [Research student guidance page of the For Students website](#) for more information on the processes covered here.

Referral

If the examiners recommend referral for resubmission, you will be required to revise the thesis, which may entail further research or any other activity required by the examiners, and then resubmit this to the University for re-examination. You may be required to attend a second viva.

Notes for guidance

Alongside the report on the examination, the examiners are required to prepare 'notes for guidance' which outline the changes which are required. This document will set out the sections or aspects of the thesis which need improvement and information about what work is required so you can revise the thesis for resubmission to meet the standard required for award.

You will not receive your notes for guidance directly from your examiners after your viva. The notes for guidance must be submitted with the examiners' report to Doctoral College Operations (DCO) for scrutiny by the Graduate Board's Progression and Examinations Group. The examiners' report and notes for guidance will be issued to you by DCO after approval by the Group with information describing how to resubmit for re-examination. DCO aim to send your approved report and notes for guidance within six weeks of receipt of the report and notes for guidance. This will be uploaded to GRAD and a notification sent to your University email address. If for any reason it is not possible to meet this timescale you will be kept informed.

Supervision during the referral period

To keep the resubmission on course before the maximum time limit, it is expected that supervisory contact and support will continue during the referral period. Supervisors are asked to provide up to six supervision meetings a year during the referral period. Whilst the precise nature, pattern and timing of supervisions will vary depending on the stage of the resubmission, and the extent and nature of the work required for resubmission, recommended best practice is that meetings will be held at regular intervals during the referral period (until resubmission) and include at least:

- An early meeting (or equivalent), normally within one month of receipt of the examiners' report and notes for guidance; and
- A meeting (or equivalent) around the mid-point of the referral period (eg around nine to 12 month point for doctoral PGRs) if the thesis has not been resubmitted.

Supervision meetings should continue to be recorded in GRAD and may take place in a variety of forms (for example in face-to-face meetings when the PGR is in the UK or by other means such as video conferencing where appropriate). For PGRs in the referral period the University appreciates that supervision may take the form of reading and commenting on draft chapters of the thesis prior to resubmission. PGRs must ensure that they provide their supervisor with re-drafts of work for comment within a reasonable timescale. PGRs should take their supervisor's advice whether to resubmit their work for examination. PGRs are strongly recommended not to resubmit against their supervisor's advice. However, PGRs are solely responsible for the decision to resubmit their work for resubmission.

Additional information for PGRs holding a student visa

If you hold a current Student Visa and wish to remain in the UK during the referral period, DCO will contact your school to establish that there is academic need for you to study at the University. The University can only continue to sponsor you during the referral period if there is a genuine academic need for you to remain in the UK during the referral period to use University facilities. You should be studying full time in the UK, and there is an expectation that supervision meetings will take place on campus/in-person. If you do not need to use University facilities in person or could re-draft your thesis from outside the UK, then the University cannot continue to sponsor during the referral period.

If you have an active CAS and don't need to remain in the UK, your sponsorship will be withdrawn. You will be notified of this once your referral has been confirmed, and you should take advice from the Student visa advice team.

If the academic need for you to remain in the UK during the referral period is confirmed, the school must implement regular supervision meetings and contacts in order to monitor attendance and maintain sponsor duties. In these cases the normal attendance monitoring arrangements must apply (a minimum of ten supervision meetings a year, with gaps of no more than eight weeks) with attendance/supervision meetings recorded and attendance and progress monitored as set out in the Attendance and engagement monitoring policy.

Examination entry

A minimum of three months before the thesis is resubmitted for examination, you must enter for re-examination by completing the examination entry process. Normally the same team of examiners will act for the resubmission, except in exceptional circumstances.

- You will have a 'task' in GRAD to complete the examination entry workflow again for your resubmission
- The workflow will be automatically populated with the information from your first submission eg your thesis title, ethical review and publication information. You can check this and amend (if necessary) for your resubmission
- When you submit the workflow, it will move to your supervisor so they can confirm the examiners for your resubmitted thesis.
- You can track the process of the workflow via the status box in GRAD

Resubmission

The referral period begins from the date the report and notes for guidance are issued following approval by the Progression and Examinations Group, and the deadline will be included in the GRAD notification from DCO. This is the maximum time limit for resubmission and you may resubmit at any point in the referral period, once the amendments have been made and your thesis is ready for resubmission. The thesis must be resubmitted for examination to GRAD. Your resubmission must not be sent directly to your examiners.

If circumstances arise which may prevent you from resubmitting your thesis by your resubmission deadline you must talk to your Graduate School as soon as possible. Please see the Taking time out from your research page of the For Students website for advice on suspensions and extensions as well as the Policy on suspensions and extensions to the correction/referral period on the Research student guidance page of the For Students website.

Alongside your resubmitted thesis, you must also upload to GRAD a summary of how your revised thesis has responded to changes listed by your examiners in the notes for guidance. This will assist the examiners when considering your resubmitted thesis.

Once your resubmitted thesis is sent for examination, the appropriate fee will be charged.

Resubmission fee

Once your resubmitted thesis is sent for examination the appropriate re-examination fee will be charged. Student Finance (Fees) will contact you about this. The fee is subject to an increase each academic year and you should contact Student Finance (Fees) at the appropriate time for details of the fee levels beyond the current year.

Fees for 2023/24:

Doctoral resubmissions (eg PhD, MD, EdD, DClinPsychol, DPaedDent) £555

MPhil resubmission £405

Masters by Research resubmission £325

Fees for 2024/25:

Doctoral resubmissions (eg PhD, MD, EdD, DClinPsychol, DPaedDent) £610

MPhil resubmission £445

Masters by Research resubmission £360

Examination

The resubmitted thesis is subject to the same process as the first examination, with both the internal and external examiners required to examine the resubmitted thesis. The examiners may hold a second viva if they deem it appropriate. Your examiners will confirm if a second viva is needed after they have considered your resubmitted thesis.

Appealing

Please see the Outcome of the viva page on the For Students website for more information about appealing the outcome of your viva.

Submitting your final eThesis

It is common practice in both in the UK and internationally to make your thesis available to a wide audience by depositing it in an open access repository.

Please see the Guide to the thesis submission process on the Research student guidance page of the For Students website for more information on the processes explained here.

All postgraduate researchers (PGRs) must submit their successful thesis for retention in the University Library in White Rose eTheses Online (WREO). The University of Leeds has

withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree. You only need to upload your thesis to WREO.

Following a successful examination, PGRs may have their final thesis proof-read by a third party as part of any corrections to the thesis after the viva. You can read the Postgraduate research proof reading policy and guidance on the Research student guidance page of the For Students website.

You should only upload your thesis after your internal examiner has approved the correction of any editorial and presentational corrections or minor deficiencies identified at your examination. Please see the University Library website for advice on the upload process. You will not be able to make any changes to the uploaded file, so make sure you are uploading the correct version that has been approved by your internal examiner.

Deadlines for submission of the eThesis are as follows:

- If the award of the degree was made without corrections, your eThesis must be submitted no later than one month after the viva examination.
- If you have made editorial and presentational corrections or minor deficiencies, the deadline is no later than one month after the corrections are approved.

Once you've uploaded your eThesis, a confirmation email will be sent to you, your supervisors, and Doctoral College Operations (DCO). Your eThesis will not be made live until after your degree has been awarded and your name has appeared on a pass list. However, if you've placed an embargo on access to your thesis, your eThesis will not go live until after the embargo has expired. Please see the 'Restricting access to your eThesis' section further down on this page for more information on embargo arrangements.

eThesis format

One complete PDF eThesis file must be supplied as follows:

- This must be a single PDF file of the final, corrected thesis approved by your internal examiner for the award of your degree (including all appendices).
- On opening the file, the first page accessed should be the title page of the thesis.
- The ethesis should be given a standard filename: "Surname_initials_school_degree_year of submission", eg Smith_ABC_Chemistry_PhD_2020.PDF.

Please note that the filename will be visible to anyone accessing your eThesis through WREO. For this reason it is important that you follow the filename format given here and do not include other information in the filename (such as your 9 digit student ID number).

To help ensure longer-term digital preservation of your thesis, it is strongly recommended that you also provide your thesis in its original source file format (eg Word, LaTex). The PDF file is the version of your thesis that will be made live in WREO and accessible by users, after any embargo period has expired.

If you are a practice-led researcher your eThesis will comprise both the written commentary and the related practice material. You must upload both the written commentary (as a single PDF file) and all the practice material in appropriate electronic files (eg jpeg, mp3) to WREO. Please refer to the practice-led policy for your faculty/school on the [Research student guidance page of the For Students website](.).

Restricting access to your eThesis

Wherever possible, theses should be made 'open access'. However, in some cases immediate access to a thesis may not be possible and you might need to add a temporary embargo. Examples include:

- where the thesis includes confidential or politically sensitive information;
- where the thesis includes commercially sensitive information;
- where you are planning to publish part of your thesis.

Access to the full text of your thesis can normally be restricted for one, two, three, or five years. In the case of a patent pending or in other exceptional circumstances, it may be possible to embargo your thesis for longer. If you think this might be necessary, you should consult with your supervisor, and a case must be made by your Director of Postgraduate Research Studies to the Progression and Examinations Group.

Decisions on whether an embargo is required and how long is appropriate should be taken in consultation with your supervisors. Therefore, before you upload your eThesis you must discuss the retention of thesis arrangements.

Please see the Guide to the thesis examination process for more detailed information on thesis embargo arrangements.

Copyright permissions & redacted eTheses

Please consult the [University Library website](#) for further advice on copyrighted material. You are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of your thesis. However, if you've not been able to obtain the permission of the copyright holder, you must prepare two versions of your eThesis:

- eThesis 1 - A "complete eThesis" - a single file including the final, corrected content of your thesis (as approved by your examiners).
- eThesis 2 – A "redacted eThesis" file with any third-party copyright material redacted and replaced with a statement such as "This image has been removed by the author of this thesis for copyright reasons". If possible, when removing material from the digital copy, a placeholder should be included to retain the pagination of the original document.

In all cases, one complete eThesis file must be supplied and held by the University but will not be made available online.

Award of your research degree and graduation

There are several conditions that must be met before you are awarded your research degree and can attend a graduation ceremony.

Research degree award

Your research degree award can only be confirmed once all the following conditions have been met:

- Your examiners' report has been approved by the Progression and Examinations Group at one of its meetings.
- Doctoral College Operations (DCO) has received confirmation that the internal examiner is satisfied with any corrections.
- You have deposited the full text version of your eThesis in [White Rose eThesis Online](#).
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

In accordance with the decision of the Graduate Board, no exceptions will be permitted and the staff in DCO have no discretion in these matters.

After the Progression and Examinations Group meeting you can track progress towards award in GRAD via the 'award checklist'. Once your name has appeared on a pass list you will receive an email to your University account confirming the award of your degree. Please allow five working days from the date of the meeting for this to happen (occasionally there may be queries that need to be resolved and which may extend this timeframe).

You can find out more about pass lists on the [Examination process overview page of the For Students website](#).

Graduation

Subject to checks by the Graduation team, you will be eligible to attend graduation ceremonies if you have completed your viva and been recommended for the award of your research degree, and your examiners' report has been approved by the Progression and Examinations group. You do not need to have completed your corrections or deposited your eThesis. You should, however, still ensure that you meet your four or 12 week deadline for corrections, and that you deposit your eThesis within one month of your corrections being approved.

Further information about the arrangements for graduation and certificates can be found on the [Graduation page on the For Students website](#).

Graduation-related deadlines for postgraduate researchers (PGRs) – December 2024

Event	Date
Deadline for registering your graduation choice	Please see the [Graduation page on the For Students website](#).
Deadline for receipt of completed examiners' reports (prepared by the examiners after the viva) in DCO	TBC
Last Graduate Board Progression and Examinations Group meeting before the ceremonies	TBC

Certificate

Your degree certificate won't be handed to you at graduation. Instead, this will be posted and emailed to you. Please see further information on the Graduation certificate update page of the For Students website.

Award statement for research degrees

After your name has appeared on a pass list, if you require evidence of your research degree award before you receive your official certificate, you may wish to request a statement. The statement will confirm:

- your period of study,
- school of registration,
- thesis title,
- submission date for examination,
- viva date
- date of award

Statements can take up to four weeks to process (if you apply for a statement before your name has appeared on a pass list, the four week period will begin from the date of the pass list). Statements for research degrees are free of charge for the first three months after your name has appeared on a pass list. Requests for research degree statements can be made to the thesis examination team if evidence of your research degree is essential at that time eg for job applications. After three months, statements should be ordered through the online store on the University website and there is a small charge.

Graduate visa

PGRs holding a current Student Visa may be able to apply for the Graduate Visa once they have appeared on the pass list. Further information is available on the Working in the UK after study page of the For Students website.

Multi-part thesis

A multi-part thesis is a thesis which includes a number of different electronic files and formats, beyond just a single PDF.

The concept of a multi-part thesis is applied currently to practice PhDs only. However, from 2023/24 a pilot for 'multi-part' thesis submissions will be running, which will explore and support applications for the submission of a multi-part thesis from any school.

What is a multi-part thesis?

A multi-part thesis is a thesis which includes a number of different electronic files and formats, beyond just a single PDF. A multi-part thesis presents opportunities for more flexible and creative presentation and examination of work, providing there is a robust academic rationale for submitting the content in this way. Examples could include (this list is not exhaustive):

- Content that is not easily accommodated in a single PDF due to its size, ege data or other material that would typically form part of your appendix
- Content that is better presented in its original source format for ease of use
- Computer code
- A video (rather than static images) of an experimental set-up or cell movement
- A visualisation of a weather front
- A visualisation of a 3-D model
- A portfolio of videos, audio files or other file types illustrating creative practice

Multi-part thesis pilot guidance for PGRs and Supervisors

Please read the guidance document (PDF) for more information on the multi-part thesis pilot. This summarises the arrangements for the pilot, and the process to be followed if you would like to make an application for the submission of a multi-part thesis.

Multi-part thesis pilot forms to be completed

The arrangements and forms will differ whether you are registered for a practice-led research degree or not.

Application for a Multi-Part thesis submission (non-practice led)

Who should complete this form: PGRs who are not registered for a practice-led research degree but who wish to apply for submission of a multi-part thesis as part of the pilot.

When to complete this form: Email the completed form to the Doctoral College Operations Progression and Examinations team at least six months before the planned thesis submission date.

Notification of a Multi-Part Practice-led thesis submission (AHC Practice-led)

If you are a practice-led researcher, you are also included in this pilot to help us better understand the range and nature of material/content being submitted, and to support you with the management, sharing and preservation of these materials. Please see the guidance for further details.

Who should complete this form: PGRs who are registered for a practice-led research degree and will be submitting a multi-part thesis for examination.

When to complete this form: Upload this form to GRAD with the examination entry workflow (at least three months before either the planned thesis submission date or before the first assessed live practice).

Multi-Part Thesis Index File

Who should complete this form: PGRs who are registered for a practice-led research degree and will be submitting a multi-part thesis for examination; or any PGRs who have had an application approved for a multi-part thesis, as part of the multi-part thesis pilot.

When to complete this form: Upload this to GRAD alongside your thesis submission. A copy of this form must also be uploaded to White Rose Etheses Online alongside the final eThesis.

Questions and further information

The multi-part thesis guidance document includes further advice and information, as well as a glossary and FAQs.

If you wish to explore the submission of a multi-part thesis please consult the guidance document above, and discuss this with your supervisory team at an early point.

Advice on the thesis examination is available from the Progression and examination team in Doctoral College Operations.

The Library team will be happy to provide advice and support to help you in your planning. Please contact the Library as early as possible in advance of making your submission.

Information on research data management, including good practice when handling sensitive data, is available on the Research Data Leeds website. Advice and support on research data management are available from the Library's Research Data team. Contact

them well before you submit your thesis. Please also see the [Research ethics page of the For Students website](#).

Information on thesis embargo arrangements can be found in the [Guide to the thesis examination process](#).

Research student guidance

As a postgraduate researcher, you need to be aware of certain administrative guidelines, procedures and codes of practice during your time at Leeds.

These are available online:

Research student guidance on the For Students website

Regulations, codes, policies and procedures for postgraduate research on the Student Education Service website

Funding for postgraduate researchers

Postgraduate fees

Academic fees are charged at the start of each academic year, or on the annual anniversary of your start date, and are paid as part of registration.

Self-funding students

If you're a self-funding student, you can arrange to pay your fees in full or in two instalments:

- 50% paid by you before or on the day of registration. It is your choice which payment method you use for the first instalment.
- 50% on the first of the month, five months after your start date by direct debit from a UK current account.

You can set up your instalment plan during registration (under step six); you must provide details of your current account at this stage but payment will not be taken immediately.

If you do not have a UK current account you can pay your first instalment using a different method and set up a UK current account when you arrive in Leeds. This process can take several weeks during busy times of the year and so to avoid delaying your registration you should treat this as a priority if you wish to pay in instalments. If there are delays to your registration because you are waiting to set up your bank account let Postgraduate Fees know.

Overtime (writing up) fees cannot be paid in instalments.

Tuition fee scholarships

If your tuition fees are being paid by the University this is called a tuition fee scholarship and should be shown on the registration system. This usually includes research council funding, university scholarships and school scholarships.

Schools and faculties can make partial contributions or pay your tuition fees in full. You can see whether the fee scholarship paperwork has been processed in step six of your

online registration. If no tuition fee scholarship information is showing on step six of your registration please contact your Graduate School.

Fee rates

The current fee rates are available on the Research degrees fees page of the University website. There are different fees for split-site research programmes. If you would like a fee assessment to determine if you are a home or international student, contact the postgraduate admissions team.

Bench fees

Some research projects require a high expenditure on consumables, equipment, or other resources. To cover these additional costs, an annual bench fee may be charged in addition to academic fees. If your project has a bench fee this will be clearly stated on your offer letter.

Overtime fee (writing up)

The overtime fee, which is non-refundable, allows all PGRs (excluding Masters by Research and miscellaneous study) to register on a reduced fee, after the standard period of study has finished but within the maximum period of study. During this time, it is expected that you will be completing the writing-up of the thesis and not normally undertaking further research. Full-time postgraduate researchers will normally have one year of overtime and overtime fee, part-time and split site have two years. If you submit your thesis before the end of the standard period of study, or within one month of the start of the overtime period, then you will not be required to pay the overtime fee or register during the overtime period. The charge will be applied on the anniversary of your start date as part of re-registration.

Details of the current overtime fee are available on the Research degrees fees page of the University website.

Overtime fee and suspension of studies

Slightly different arrangements will apply if you have had a suspension of studies at any point in your candidature. Your re-registration may not align with the date you begin your overtime period. The overtime fee will be applied in line with the anniversary of your start date as part of annual re-registration, and this may be some months before the start of

your overtime period. If you have paid the overtime fee and then submit your thesis before the end of the standard period of study, or within one month of the start of the overtime period, your overtime fee will be reimbursed. To organise this refund please contact Postgraduate Fees.

Resubmission fee

If your thesis is referred after your viva, you may be required to re-submit your theis. Once your resubmitted thesis is sent for examination the appropriate re-examination fee will be charged. Postgraduate Fees will contact you about this. The fee is subject to an increase each academic year and you should contact Postgraduate Fees at the appropriate time for details of the fee levels beyond the current session.

2023/24 resubmission fees:

Doctoral degrees (eg PhD, MD, EdD, DClinPsychol, DPaedDent) £555

MPhil £405

Masters by Research £325

2024/25 resubmission fees:

Doctoral degrees (eg PhD, MD, EdD, DClinPsychol, DPaedDent) £610

MPhil £445

Mastership by Research £360

Fee refund

If you are funding your studies yourself, you may be eligible for a partial refund of fees if you have an approved reduction to the standard period of study and you finish early, subject to completion of a successful examination. (This is not applicable to Masters by Research students as a reduction to the standard period of study is not permitted under University regulations).

No refund will be made unless all academic fees have been paid in full for the year/session in which you are submitting, you are successful in your examination, and have appeared on a pass list.

Please contact the [Postgraduate Fees team](#) for further advice on the fee refund arrangements. The fee refund applies only to those submitting within the standard period of study. The Overtime period fee is a special concession that allows you to register for a reduced rate and is non-refundable, irrespective of the month of submission. Information about the duration of studies (including standard and maximum time periods, as well as information on submitting your thesis early) can be found in your official University offer letter.

Need further help or advice?

If you have any issues around the payment of your academic fees, please let [your Graduate School](#) know immediately. The [Postgraduate Fees team](#) at the University can also give you help and advice.

Stipend

If you hold a scholarship or studentship from the University, you may receive maintenance payments, also known as a stipend.

If you receive a scholarship administered by your faculty, school, or the Postgraduate Scholarships Office, then details of your stipend or maintenance payments will be outlined in your scholarship award or renewal letter.

When are stipend payments made?

Most maintenance payments are made monthly and in advance (some international scholarship award holders are paid quarterly in advance – this will be outlined in your scholarship award or renewal letter).

Monthly payments are always due on the 1st of the month for the month ahead but are often paid slightly earlier. This is because payments clear on a Friday, so where the 1st of the month is not also a Friday, payments will clear the preceding Friday instead. Therefore, for budgeting purposes you should use the 1st of the month when arranging direct debits and standing orders.

Christmas, Easter, and Bank Holidays may impact on the payment day, though payments will always be earlier than the standard date, rather than later.

How will I recieve my stipend?

Student payments are processed by BACS (Bankers Automated Clearing System) so go directly from the University of Leeds into your bank account. We can only make a payment if you have completed registration and provided your UK bank account details.

You will need to complete registration by 10am on a Monday (both new and returning students) to receive your due maintenance instalment in your bank account by Friday of the same week.

You will not be able to register for study until approximately four weeks before your start or renewal date at the earliest, to allow time for us to put your funding in place.

We can only make maintenance payments into UK-based accounts. If you need to open an account before you are in the UK, although we cannot help you with this there are some organisations that do provide this service, such as Revolut and Monese. Please be aware we are not supporting or endorsing these companies or their services. You must make your own decision on whether to use them.

What can disrupt my scholarship payments?

Providing an authorised payment request has been received by the Funding team, your payment will be processed if bank account details are in place and you have completed registration.

Maintenance payments will not normally be paid if you:

- haven't registered
- have withdrawn
- are under examination
- have suspended
- have completed your programme
- are classed as an external student

Payment can only be made in these circumstances if your school or faculty has agreed to do so, and the decision has been communicated to the Funding team.

For more information or support

For any questions about your funding and maintenance payments, please contact your Graduate School first.

Queries relating to centrally-funded scholarship awards should be sent to the Postgraduate Scholarships Office.

You can also contact the Funding team.

Other sources of postgraduate funding

A wide range of funding sources are available to help you during your postgraduate research degree at Leeds.

Postgraduate Doctoral Loan

If you are a UK national starting a doctoral degree you may be able to apply for a Postgraduate Doctoral Loan to help with course fees and living costs. The loan is a contribution towards the costs of study; it will not necessarily cover all tuition and living costs. For more information please see the Government website.

Trusts, charities and foundations

The types of award vary widely, some amount to a few hundred pounds a year and may only cover research expenses such as travel and fieldwork.

The Alternative Guide to Postgraduate Funding contains a huge database of funding opportunities, comprehensive guidance. It can help you to access alternative funding sources, especially charities, which can make awards (fees, maintenance, research costs) to any postgraduate researcher regardless of subject, or fee status. You can sign-up to access the guide for free through the Alternative Guide to Postgraduate Research funding Gateway, using your university @leeds.ac.uk e-mail address.

Some learned societies, such as the Royal Society, have grants that members can apply for to help with conferences and travel costs. Your supervisor can advise on which societies are relevant to your area. It is often worth joining early in your degree, in order to become eligible for funding later on.

Prospects provides information about funding postgraduate study in the UK. It offers guidance on finding funding from public funding bodies as well as charities, trusts and foundations.

The government also publishes an advice page on their website about postgraduate funding, as does Leeds University Union.

Reference books such as the Grants Register and the Directory of Grant-Making Trusts are available from the Leeds University Library.

Student Ideas Fund

The Student Ideas Fund is a collaboration between the University, Leeds University Union and students and provides funding of between £500 to £5000 to help bring your idea for improving the University and student experience to life.

Cumberland Lodge

The British Federation of Women Graduates (BFWG) aims to promote women's opportunities in education and public life. National BFWG scholarships are awarded to women research students in their final year of formal study towards a PhD degree.

Sports scholarship programme

Sport and Physical Activity offers two sports scholarship programmes to support elite athletes as they combine academic and sporting excellence during their time at the University.

Travel and purchasing

During your studies you may need to arrange travel or to purchase goods or services to support your research.

Travel

All travel and accommodation bookings should be made via Key Travel, however in the first instance please contact your Graduate School who will help guide you through the

process. Further information regarding Key Travel can also be found on the [University's Finance pages](#) and [Purchasing pages](#).

If you are travelling outside of the UK on behalf of the University (for conferences, fieldwork, etc) you may be covered by the Worldwide Business Travel insurance policy purchased by the University. More information is available on the [Insurance section of the University website](#) and you can get in touch with the team to check if you will be covered.

If you are doing fieldwork or other research activities away from the University for one month or longer, you must complete a Change of Study Location form on GRAD. This is especially important to do if you are studying here on a Tier 4 or Student Visa.

If you are organising fieldwork, you must ensure an effective fieldwork assessment process in in place to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, PGRs and other affected people. Wellbeing, Safety and Health Services set out what the University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this. For further information, please see the [Wellbeing, Safety and Health webpage](#) and consult your Graduate School on faculty/school fieldwork processes and guidance.

Purchasing

Purchasing processes vary across the university so if you need to buy anything for your project, please speak to your supervisor first who can advise you on the local arrangements and how to use any relevant account codes.

For further information, including training on commonly used purchasing systems and partners like Science Warehouse, Key Travel and SIPR, please refer to the [Purchasing website](#).

Postgraduate hardship

If you're in financial difficulty while you are a student with us, you may be able to apply for support from the University to help with living expenses.

University Financial Assistance Fund

Registered PGRs who are facing unexpected financial difficulties can apply to the University Financial Assistance Fund (formerly the Leeds Hardship Fund) for help towards essential living costs. The fund is open to applications from home and international PGRs and is an online application.

You can read more about the Financial Assistance Fund, including eligibility criteria, what evidence you may need to prepare and how to apply, on the Finance website.

Other sources of support

If you are struggling with your finances, please get in touch with your Graduate School. Some faculties operate their own hardship or emergency funds. If worries over money have impacted your ability to do your research, it is important to record this on GRAD and to discuss it with either your supervisor or your Graduate School.

Useful links

Cost of living support and advice

Leeds University Union Help and Support: Money

Alternative funding guide

PGR cost of living bursary

In response to the challenges posed by the recent increased cost of living in the UK, the University is pleased to offer a non-repayable Cost of Living Bursary to eligible PGRs who are in need (subject to a successful application).

We have designed the application process to be user-friendly and non-invasive. When applying, you will be asked to provide an explanation of your financial shortfall or need. We strongly encourage those facing genuine financial difficulties to apply for this bursary.

The application form includes some questions regarding other forms of support you may have used. It is important to note that this information will not be considered as part of the assessment of your application and your response to these questions is optional. We have

included these additional questions to better understand the financial support and advice systems currently used by our PGRs and to identify common barriers to accessing certain types of funding. This comprehensive understanding will enable us to evaluate and enhance our University support and funding schemes.

The PGR Cost of Living Bursary is a time-limited grant with fixed funding, aimed at assisting as many PGRs in need as possible. Applications are open to both full and part-time, home, or international PGRs (the full eligibility criteria is below). The funding was initially advertised for the 2023-24 academic year only, but the remaining funds will be carried over into 2024-25. Once the allocated funds are spent, the fund will close; we may not be able to provide advance notice of this closure. As of December 2023, the maximum bursary will not exceed £250.

Applications will only be approved if they meet all criteria at the point of application. Where the applicant will become eligible in the near future (eg the applicant is due enter an unfunded period in a few months' time) the applicant will be advised to reapply at that point if the fund is still available. Applications will be assessed and awards made in the order that the applications are received.

The University also offers the [University Financial Assistance Fund (FAF)](#) which is available to registered PGRs who are facing genuine or unexpected financial difficulties and need help in covering the payment of essential living costs.

The eligibility criteria for the PGR Cost of Living Bursary and the Financial Assistance Fund differ, so you can apply for one or both. A key distinction is that the FAF is means-tested, factoring in all available funding, while the PGR Cost of Living Bursary is not. Additionally, while the Cost of Living Bursary offers a maximum non-repayable £250 award, the FAF may provide more substantial support to eligible applicants. We strongly encourage all affected PGRs to apply for the PGR Cost of Living Bursary and to also explore the eligibility criteria for the FAF. Simultaneous applications to both schemes can be submitted.

PGR Cost of Living Bursary eligibility

To be eligible for the PGR Cost of Living Bursary you must fulfil the following criteria:

1. You are a registered PGR (you could have suspended your studies or be classed as 'under examination'). You are ineligible to apply once you appear on a Pass List;
2. You have a UK bank account;

3. You are classed as either self-funding, unfunded in your overtime period, or a funded PGR who receives a maintenance stipend of less than the UKRI minimum award. We may require evidence of your current funding arrangements;
4. You have not received a previous payment through this scheme;

We kindly ask that applicants allow two to four weeks from the point of submission to be notified of the outcome of their application, to allow time for applications to be checked.

Application form

Fill in the application form

Confidentiality and Data Protection

We will only share direct details of your application with those involved in the assessment of hardship/financial need funding at the University. This includes the University's Funding team, your Graduate School, Doctoral College Operations and the Dean of the Doctoral College (or their nominee). We also reserve the right to ask your supervisors for clarifying information, though we will not share your application form with them or disclose your reason for financial shortfall/need.

We will require your written consent to share your application information with any other relevant parties at the University, such as LUU. We may use anonymised application information to collect statistics but will not publish any information that may identify you. Application information will be retained in line with GDPR rules.

Appeals

If you wish to appeal a decision, please email doctoralcollege@leeds.ac.uk within 15 working days of receiving your outcome. Appeals will be reviewed by the Dean of the Doctoral College or their nominee.

Communications

Please note that all communication regarding this bursary will be conducted via your University of Leeds email address. If you have any further questions or require additional information, please do not hesitate to contact us at doctoralcollege@leeds.ac.uk.

Last updated 18 Sept 2024

The Doctoral College

Contact your Graduate School

Your Graduate School is your main point of contact for any questions about your programme, or anything relating to your studies.

This page is information for current PGRs. If you are applying for a research postgraduate degree, please visit the Applying for research degrees page for admissions information and contact details.

Graduate Schools

Each faculty has a Graduate School, which is led by an academic Head of Graduate School. The Graduate Schools are under the umbrella of the Doctoral College and work to strengthen research degree arrangements and provide a consistent experience for all postgraduate researchers.

Graduate School staff can support you in all aspects of your research degree such as registration, milestones, student support and funding. They will always be available to advise, provide information or signpost you to the right person to speak to.

To read more about the role of the Graduate School, please see the Committees and Representation page on the For Students website.

Graduate School contacts and office hours

Faculty of Arts, Humanities and Cultures Graduate School

Email: AHCGradSchool@leeds.ac.uk

The AHC Graduate School team are based in 29 Clarendon Place. Their office is fob access only. Please email the team to make an appointment.

Faculty of Biological Sciences Graduate School

Email: fbsfmhgso@leeds.ac.uk

The FBS Graduate School team are based in the L C Miall Building. You can visit the FBS reception desk between 09:00 – 17:00 Tuesday and Wednesday to speak to a member of the team. Please email the team to make an appointment outside of these hours.

Faculty of Engineering and Physical Sciences Graduate School

Email: epsenvgso@leeds.ac.uk

The EPS Graduate School team are based in Room 1.08 in the School of Civil Engineering. You can visit their office between 09:00 – 16:00 Monday – Friday to speak to a member of the team

Faculty of Environment Graduate School

Email: epsenvgso@leeds.ac.uk

The Environment Graduate School team are based in Room 1.08 in the School of Civil Engineering. You can visit their office between 09:00 – 16:00 Monday – Friday to speak to a member of the team

Faculty of Medicine and Health Graduate School

Email: fbsfmhgso@leeds.ac.uk

The FMH Graduate School team are based in the L C Miall Building. You can visit the FBS reception desk between 09:00 – 17:00 Tuesday and Wednesday to speak to a member of the team. Please email the team to make an appointment outside of these hours.

Faculty of Social Sciences Graduate School

Email: FOSSGradSchool@leeds.ac.uk

The FOSS Graduate School team are based in 29 Clarendon Place. Their office is fob access only. Please email the team to make an appointment.

Leeds University Business School (LUBS) Graduate School

Email: LUBSGradSchool@leeds.ac.uk

The LUBS Graduate School team are based in 21 Lyddon Terrace. Their office is fob access only. Please email the team to make an appointment.

If you are unsure which Graduate School to contact, or if you think your query might be for someone else but you aren't sure who, you can email doctoralcollege@leeds.ac.uk and your query will be directed to the correct team.

Committees and Representation

Research degrees are governed by a number of committees and departments. Find out how decisions are made and how your voice is heard.

Structure

The Doctoral College is made up of Doctoral College Operations and Graduate Schools.

The Dean of the Doctoral College is [Professor Luke Windsor](). Luke is Dean of the Leeds Doctoral College and a Professor of Music Psychology. Although he still spends part of his time supervising postgraduate researchers and carrying out research, the majority of his time is dedicated to coordinating and assuring the quality of postgraduate research across the seven Faculty Graduate Schools of the Leeds Doctoral College. As Chair of Graduate Board he represents postgraduate research in the University Senate and he works in partnership both academic and professional service colleagues across the University, as well as with Leeds University Union.

Doctoral College Operations

Like the Graduate Schools, Doctoral College Operations (DCO) comes under the umbrella of Leeds Doctoral College. DCO is responsible for managing PGR records for processes such as registration, extensions and suspensions of study, progression and examination.

Graduate Schools

Your Graduate School is your main point of contact for any questions about your programme, or anything relating to your studies. For more information, including how to contact your Graduate School, see the [Contact your Graduate School page of the For Students website]().

Management and Decision Making

Graduate Board

Graduate Board formulates policies and procedures for all research degrees. It also monitors and reviews all arrangements for research degrees. The Board is chaired by the Dean of the Doctoral College and is responsible for implementing policy and regulations via Doctoral College Operations (DCO), the Admissions Service, Faculty Graduate School Committees and Directors of Postgraduate Research Studies.

Admission, progress, examination, and decisions regarding the award of research degrees also fall within the remit of the Graduate Board. PGRs are represented on the Board and on Faculty Graduate School Committees by PGR reps.

DCO has responsibility for providing the Graduate Board with the information which the Board requires both in a routine way and for any exceptional circumstances that may develop.

Faculty Graduate School Committees

Faculty Graduate School Committees oversee faculty-level strategy and operations on all matters relating to postgraduate research. Their common core terms of reference gives all faculties a clear route of communication to Graduate Board.

Schools and Institutes

All PGRs belong to an academic school or institute, each school and institute is part of a faculty. As part of the Code of Practice for Research Degrees, each faculty has its own supplementary protocol which provides details of how the code is implemented within a local context and individual faculty organisational structures.

Representation, feedback and channels of communication

PGR Reps

Postgraduate researchers are represented on faculty Graduate School Committees by representatives recruited within their faculty or school. These PGR reps participate in discussions and meetings to enhance the postgraduate research experience and are encouraged to consult fellow PGRs. They also make sure a wide variety of opinions are represented at the committee meetings. Representatives ensure that PGRs have a platform to raise and discuss issues affecting them, and to influence future University policy for research degree programmes. You can contact your Graduate School to find out who your PGR reps are.

Leeds University Union (LUU)

Leeds University Union provides additional training and support for the PGR reps. PGRs are also represented on the Graduate Board and other relevant groups of the Board by the LUU Education Officer and a PGR representative appointed by LUU. To find out more about these and other opportunities to have your voice heard, please contact LUU's Postgraduate Engagement Officer.

LUU also consults with PGRs about their satisfaction levels throughout the year. PGRs are able to mandate the Student Executive Officers by submitting ideas that can then become policy at the Better Forums.

Student Advice Centre

The Student Advice Centre at Leeds University Union provides confidential and independent information, support and advice to postgraduate researchers contemplating appeals, complaints or other difficulties associated with their research degree. They also offer independent advice on a range of issues including academic and money issues.

Postgraduate Research Experience Survey

The Postgraduate Research Experience Survey (PRES) runs once every two years and is carried out by institutions across the country and the results are used nationally, to help inform policy and improve the postgraduate research experience across the sector. The survey is your chance to tell us about your experience of your programme. Your feedback is really important and will help us to know what's working well and what's not.

The PRES survey is next due to run in 2025.

Heads of Graduate School and Directors of Postgraduate Research Studies

Heads of Graduate School

Each Graduate School is led by an academic Head of Graduate School. The Head of Graduate School is responsible for shaping the strategic development of postgraduate research in the faculty.

The current Heads of Graduate School are:

Faculty of Arts, Humanities and Cultures: Dr Pammi Sinha

Faculty of Biological Sciences: Dr Eric Hewitt

Faculty of Engineering and Physical Sciences: Dr Miller Alonso Camargo-Valero

Faculty of Environment: Professor Bernadette Moore

Faculty of Medicine and Health: Dr Peter Laslo

Faculty of Social Sciences: Professor Jen Hendry

Leeds University Business School: Professor Effie Kesidou and Dr Ghasem Zaefarian (deputy)

Directors of Postgraduate Research Studies

Each school within a faculty also has a Director of Postgraduate Research Studies (DPGRS). Your DPGRS is an important point of contact for any academic or pastoral concerns during your candidature.

Your DPGRS can be identified by following the guidance on the Contact your Graduate School Page of the For Students website. You can meet with your DPGRS at any time during the year to discuss any academic or personal issues. You should be offered a meeting with them (without your supervisor) at least once a year by your Graduate School.

You can meet with your DPGRS at any time during the year to discuss any academic or personal issues. You will normally be offered a meeting with them at least once a year by your Graduate School.

To read more about the role of the DPGRS, please see the [Committees and Representation page on the For Students website](#).

A full list of DPGRSs is available under the [Contacts section of the staff intranet](#).

Research practice

Research practice overview

Research at the University of Leeds is conducted according to the principles of academic excellence, community, integrity, inclusiveness and professionalism.

These principles encourage you to consider the wider consequences of your research, and engage with the practical, ethical and intellectual challenges inherent in high-quality research.

The University is a supporter of the [UUK Concordat to Support Research Integrity](#) This means we all have a commitment to:

- uphold the highest standards of rigor and integrity in all aspects of research
- ensure that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards
- support a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers
- use transparent, robust and fair processes to deal with allegations of research misconduct should they arise
- work together to strengthen the integrity of research

Research ethics and research integrity

As you conduct your research, you are likely to need to directly engage with real-world issues, materials and participants. A key tool by which this engagement is managed and supported is research ethics awareness and training.

The purpose of ethics review is not to discourage controversial or high-risk research, but to provide constructive feedback on your project. Taking an ethical approach to your research should not be a barrier to your project. It will help you to show that you recognise any potential risks involved and are aware of any necessary preparation and management that you are responsible for.

In all disciplines, the ethical aspects of your research should be discussed with your supervisor as part of your research design and management process. It is your responsibility to obtain ethics review approval before starting your research, should it be required.

To help support you in considering the ethics around your research project and complete the ethics review process, please enrol on the dedicated online training in research integrity and research ethics. You can find out more information about these tutorials on the Research practice training and tests page of the For Students website.

Ethical issues in research

Some key ethical issues in research include:

- balancing potential risks and benefits to the participants (humans, animals, or the environment) and the researcher/s
- dealing with sensitive topics, information or materials
- looking after personal data
- vulnerable participants
- avoiding coercion and being mindful of power imbalances
- conflicts of interest
- infringement of privacy, anonymity and confidentiality

For more information please read the Ethics review process page of the For Students website.

Research practice training and tests

All PGRs should complete the academic integrity, research integrity and research ethics training, whatever stage you are at in your studies.

Academic integrity reflects a commitment to good study practices and shared values. It ensures your work is a true expression of your personal understanding and original ideas, while giving credit to others for their contributions.

Research integrity involves conducting research in such a way to establish trust in your methods and findings. It encompasses researchers' values and behaviours, resulting in

high-quality, ethically sound, and rigorous research across all stages, from project planning to dissemination of outcomes.

Research ethics centres on safeguarding the well-being of individuals, animals, society, and the environment impacted by your research. In conjunction with legal requirements, it encompasses the ethics peer review process to prevent potential harm and assess any risks, ensuring ethical considerations guide your research endeavours.

We understand that you will already have experience in producing academic work and are likely to be familiar with the practices and conventions covered in the training. Some of this content might also be familiar to you if you completed your undergraduate or taught postgraduate studies at Leeds. Nevertheless, the training will ensure that your formal assessments at the transfer and thesis examination stages meet the University's academic integrity and research integrity expectations.

For new PGRs, completing the academic integrity tutorials and tests, and the online tutorials in research integrity and research ethics should be included in your [training plan](#) agreed between you and your supervisors within the first three months, and should be completed within the first six months of study (nine months for part-time study) before the First formal progress review stage.

Academic integrity tutorials and tests

The PGR Academic integrity tutorial is split into two parts: 'Essentials' and 'Advanced'. You should complete both the Essentials and the Advanced parts of the tutorial. The section below includes guidance on each part and when in your studies these should be completed.

PGR Academic integrity - Essentials

Previously known as the Academic integrity tutorial and test, Essentials is the first part of the PGR Academic Integrity tutorial. It covers the fundamentals of what you need to know about academic integrity, to support you with good academic practice during your research degree at Leeds.

You should do the training within the first six months of starting your studies.

This part of the tutorial will cover:

- Definitions and expectations of academic integrity.

- Good academic and study practices.
- Referencing, citing and quoting.
- Note making and summarising.
- Plagiarism and other forms of academic malpractice.
- Sources of advice and support.

The unit and test will take about 20 minutes to complete.

At the end there is a short test to check your understanding. When the test has been passed it will record this as complete in Minerva. If you don't score full marks on the test you will see a notice to try again. You can take the test as many times as you need to and when you achieve full marks you will see a 'test complete' notice. Your progress/completion will be visible to the Doctoral College and your Graduate School.

PGR Academic Integrity – Advanced

This is the second part of the PGR Academic Integrity tutorial.

We recommend that you complete this part before the transfer stage (for Doctoral degrees) or by examination entry (for Masters by Research degrees). You can revisit the topics at any time during your studies.

This part of the Tutorial will cover three different topics:

- Re-use of work in your thesis: explore what work you are permitted to reuse in your thesis submission, including work from your transfer submission, annual progress reviews or any publications.
- Collaboration at PGR level: understanding how you might work with others at PGR level and how this should be acknowledged in your thesis. This will include the University rules on proof-reading of PGR work.
- PGR viva examination conduct and practice: understand the purpose of the viva examination (both transfer and thesis), what material you are authorised to bring with you and who is permitted to attend.

Each topic and test will take about 15-20 minutes to complete.

At the end there is a short test to check your understanding. When the test has been passed it will record this as complete in Minerva. If you don't score full marks on the test you will see a notice to try again. You can take the test as many times as you need to and

when you achieve full marks you will see a 'test complete' notice. Your progress/completion will be visible to the Doctoral College and your Graduate School.

How to access the tutorial

The tutorial is [available via Minerva](#)

- Navigate to the Academic Integrity Folder and select this.
- Select "PGR Academic Integrity - Essentials" to access the first part of the tutorial
- Using the same instructions select "PGR Academic Integrity – Advanced" to access the second part of the tutorial.

If you have any trouble accessing the tutorial, please check that you have completed registration for your studies. After completing registration, please allow at least one day and if after this you are still have difficulty accessing the tutorial, please log this as a ticket with IT so that this can be investigated and resolved.

Research integrity and research ethics online training

This training is designed to help you explore what research integrity means and your responsibilities as a researcher in maintaining standards of good research practice. The resource encourages your reflection on why research integrity matters and how to tackle challenges you may face on your research journey. This training also introduces your responsibility to fully consider the ethical implications of your work, apply the core principles of research integrity and how to apply for ethical approval (as appropriate to your project). The ethics review process should be approached as a positive experience and not a barrier to your research. Alongside the training, please talk to your supervisor about research ethics and the possible requirement for ethical approval before starting your project. You can read more on the [Ethics review page of the For Students website](#).

You can access the Research integrity and research ethics training through the [OD&PL Training Catalogue](#).

Other academic integrity training and support

Your supervisors will provide you with academic support as you prepare your work for submission. If you are not sure or have any queries about academic integrity you should talk to your supervisors, Director of PGR Studies or your Graduate School

In addition to the advice and support available from your supervisory team, support with academic writing is available from a number of teams across the University. Please see the [Postgraduate training and research skills page of the For Students website](#) for further information. The [Researcher@Library website](#) includes various sources of support and advice for PGRs, as well as courses that are available to book. They also have resources covering [academic integrity and plagiarism](#).

Useful links

[PGR Proof-reading policy and guidance](#)

[Guide to the thesis examination process](#)

[Ethics review process](#)

To manage and support research ethics, the University undertakes a rigorous ethics review process.

The ethics review process can take at least six weeks, so it is important that you allow enough time for this when planning your research.

Discuss your application for ethics 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; any forms submitted without both signatures will result in a delay to the process. Handwritten applications will not be accepted.

Your awareness of the ethical implications of your research and that you have sought ethics approval will be checked at the [training plan stage](#), [at the transfer stage](#), and at [examination entry](#). The examiners of your thesis may ask for access to the full ethics review paperwork considered by the Faculty Research Ethics Committee. Failure to seek appropriate ethics approval through the review process could have implications for the award of your research degree.

Certain projects, such as those involving NHS patients or clinical trials, will require special ethics review processes; if this is the case for your project, your supervisor can advise on the next steps.

Further information about the ethics review process, including the application form for University review, can be found on the [Ethics review section of the Secretariat website](#).

Academic integrity for PGRs

Academic integrity reflects a commitment to good study practices and shared values. It ensures your work is a true expression of your personal understanding and original ideas, while giving credit to others for their contributions.

As part of your induction, you will be required to complete an online Academic integrity tutorial and test. The online interactive tutorial and test is designed to give you an overview of academic integrity, and what good academic practice means during your research degree at Leeds. At the end there is a test to check your understanding. You can find out more on the [Research practice training and tests page of the For Students website](#).

At the University of Leeds, you are part of an academic community that shares ideas, and develops new ones. As part of this, you need to position your research in the context of research by others. Academic integrity is about making sure you do this correctly and acknowledge the work of others, thereby avoiding plagiarism.

The [University library website](#) offers a wealth of information about academic integrity and how to avoid plagiarism.

What is plagiarism?

The University defines plagiarism 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".

Importantly, plagiarism covers all work that you produce. In extreme cases, this may take the form of submitting a thesis, a transfer report or other written or practical work, significant parts of which are simply copied from the work of another. 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.

The University takes cases of plagiarism very seriously. Cases of plagiarism can ultimately lead to you being withdrawn from your research degree study. Where there is suspicion of plagiarism, the process steps are detailed in the [University's policy Investigating Plagiarism in Research Work](#).

In cases of suspected plagiarism, you may seek independent advice and support from the [Leeds University Union Student Advice Centre](#).

Intellectual property

As a postgraduate researcher, you have the potential to make discoveries that could have real benefits to business and society. This value, and your relationship to it, are covered by the [University's Intellectual Property (IP) policy](). IP may be regarded as 'knowledge and its creative application'.

The policy sets out the University's position regarding the ownership of intellectual property (IP) developed by staff, students (including PGRs) and certain others, together with the procedures in place for commercialisation of University-owned IP. It covers all University related activities, including research and innovation and student education.

These points illustrate what IP can mean and how it can relate to your work as a PGR:

- where the IP you generate is as part of an activity where a third party requires ownership, such as if you produce work as part of a placement or where research is sponsored and the sponsor requires ownership
- you generate IP that builds upon existing IP generated by University staff
- you generate IP jointly with University staff
- you are recruited on a specific understanding that, due to the sensitivity of the environment, your IP position is different.

Each of these instances is covered in Section 7 of the University's IP Policy.

Copyright

What copyright means and how it applies to your work as a PGR can be confusing.

You might hear terms like 'fair use' in reference to not seeking permission from copyright holders and have seen large portions of other people's work presented in lectures. You also might wonder why copyright is even an issue when you are using material for educational purposes.

Fair use is acceptable in certain cases, such as using material for private research or study. However, your thesis has the potential for far-reaching impact, so copyright is an important consideration. With that in mind, copyright should not be seen as a barrier to including material.

When you submit your work, you also publish an eThesis (electronic thesis) online in the White Rose eThesis repository. As this is a form of electronic publication, you can only

include material in your eThesis that you have copyright approval for or that you have permission from the copyright holder to use. Guidance on eThesis submission, inlcuding copyright and permissions considerations, is available from the [eThesis page](#) as well as the [Submitting your fnal eThesis page](#).

ORCID

An ORCID ID is a digital identifier that distinguishes you from every other researcher.

Having a unique identifier ensures that the data about you and your body of work is accurate and correctly linked to your researcher profile. It also improves the visibility of the research.

It is important you register for an ORCID identifier.

There are two possible ways you can do this:

1. [ORCID's website](#)
2. [Symplectic (University publications database)](#) – go to "My Actions", select "Add ORCID" and register your details.

For more information on the uses and benefits of ORCID, please see the [Increase research visibility page of the Researcher Support website](#)

Data management plans

A data management plan describes how you will collect, organise, analyse, preserve, and share research data.

What is 'research data'?

All researchers create data in some form and you are likely to generate a significant amount of data during your research degree. Research data can come in many shapes and sizes depending on what type of research you are conducting. The term research data is used broadly and refers to a range of materials that you will use, generate, and analyse during your research. Examples include:

- Photographs, audio, video recordings and films
- Musical performances and sketches in sketchbooks
- Models, algorithms and scripts
- Numerical data, generated from experiments, recorded in laboratory notebooks
- Fieldnotes, questionnaires and interview transcripts
- Specimens and samples

Write and update a data management plan

A data management plan will help you to identify and describe your data and ensure that you are handling, storing and sharing the data appropriately.

It is a University requirement that you have a data management plan for your research project by the time you reach transfer and that you review and update the plan as your research progresses.

The University provides a data management plan template but you can use any format or template which is useful to you. A data management plan helps you to look after your data from the beginning to the end of the research project – and beyond. You should discuss your data management plan with your supervisor. The University's research data management expectations are outlined in the University of Leeds Research data management policy. Information and advice to help you organise and manage your research data and write your plan is available on the University Library website.

Assess whether your data is sensitive

Assess all your material to decide how sensitive it is, as this will impact how it must be handled and stored and whether it can be shared. It is important to read the University's Information protection policy. All researchers should read the University's pages on data protection and handling personal and research data. There is helpful information about safeguarding data on the University Library website.

Store data appropriately

Make sure you know what University storage is available to you, think about the most appropriate place to store your data and consider whether encryption is needed. Check information from IT Services about keeping data safe, including what to consider when working on a laptop or when generating data outside the University.

Will you share your data?

Many research funders encourage data sharing beyond the original project where appropriate. You should address data sharing both during and after your research in your data management plan.

It is important that your consent wording, any participant information, and any agreements with project partners are consistent with how you plan to use the data, including sharing with others.

Research data and associated materials are often made available to other researchers through deposit in a trusted online data repository. The University's Research Data Leeds repository can be used to share open research data generated by Leeds researchers. The Library also manages a repository service for controlled access datasets called RADAR which may be appropriate for data that can be shared but has some sensitivity. For information on how to use data repositories, please see the Library website.

You may wish to share supplementary data associated with your thesis, or share data for a conference presentation, or an exhibition or data that underpins a journal article. Deciding what material to share and how to share it can be complex. If you need advice on sharing material related to your thesis, it is a good idea to seek help sooner rather than later. You can contact the Research Data team in the Library on researchdataenquiries@leeds.ac.uk.

Research data management training

The Library Research data management website is a useful source of information. The Library Research Data Management team provide a regular training session on "Research data management essentials" and a more detailed course on "Safeguarding confidential, sensitive and restricted data". See the Library workshops for researchers page for more details.

Research in practice

During your research project, there may be practical issues to consider to keep yourself and other people safe. Read more about how health and safety, fieldwork, pregnancy and other circumstances are managed.

Health and safety

Wherever you are working in the University there will be health and safety requirements which you need to be aware of and follow on a day-to-day basis. Your local induction should cover these and where to find more information. You may also find procedures, processes, risk assessments and training requirements depending on the area you are based in.

To ensure you have the correct information about Health and Safety in research you should complete the Safety in research induction for postgraduate researchers.

You may also be required to complete a local health and safety induction before you can undertake your research. For instance, if you will be working in laboratories and/or other types of research facilities. You will receive further information from your Graduate School.

Travel and fieldwork

PGRs travelling overseas or organising fieldwork need to use the risk assessment processes in place in their school or faculty to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, PGRs and other affected people.

Wellbeing, Safety and Health Services set out what the University requires of staff and PGRs in respect of travel and/or fieldwork health and safety considerations, along with guidance to help achieve this. For further information, please see the Fieldwork page of the Wellbeing, Safety and Health website.

For information about local arrangements for travel, including risk assessments, please contact your Graduate School.

Pregnancy

Advice on health and safety issues relating to pregnant students may be sought from a School/faculty health and safety coordinator/manager and/or University health and safety services. Please see the Policy on support for pregnant students and students with very young children on the Equality and Inclusion Unit webpages to view the risk assessment guidance and template.

Disability support

If you are a disabled PGR and have any questions relating to health and safety and your disability, please contact your School/faculty health and safety coordinator/manage and Disability Services.

PGR placements

If you are engaged in a formal placement in conjunction with another organisation then it is necessary for a formal agreement to be in place to ensure you remain healthy and safe. Contact your Graduate School if you will be undertaking a placement.

Lone working

Within the University there are many reasons why people may need to work alone eg working out of normal hours when there are fewer people around or being in a remote location. It is important to think about how to keep lone workers safe. For more information see the Lone working page on the Wellbeing, Safety and Health website.

You should also download the Safezone app which has a check in timer. You can use this to share your location with the Security team if it would help you to feel more comfortable, for example if you are working alone in a building.

eThesis

All PGRs are required to upload their final, examined thesis to our eTheses repository, White Rose eTheses Online (WREO), as a single PDF file.

There are several benefits of publishing your thesis in the White Rose repository:

- your thesis is more likely to be widely read
- theses are immediately available and readily searchable
- the worldwide visibility of UK higher education research is increased
- underused primary research is made available
- your profile as a researcher, and the profile of your institution and individual schools may be raised

eThesis submissions can help you meet the requirements of your funding body (for example, research councils). For more information, please see the Guide to the thesis examination process on the [Research students guidance page of the For Students website](#).

Any additional content that is examined (for example video files, web pages) should also be uploaded to WREO. This must be the version that has been approved by the internal examiner, and have any corrections or editorial amendments incorporated within it. If an embargo period is to be applied, it must be agreed with your supervisor and in line with any maximum embargo lengths specified by your funder.

You can find more information about how to upload your thesis to WREO on the [Library website](#).

Research integrity considerations for eThesis

Before you begin, remember that your thesis must be in a format suitable for electronic publication.

Below is a short checklist based on scenarios that have arisen since the eThesis approach was brought into the University:

- Consider copyright from the beginning of your research.
- Keep records of any materials you may want to use as you find them, including images and information found online. Also include where and when you found them.
- Investigate how copyright might affect how you structure your thesis, for example, will redacting (removing or obscuring) copyright material impact on how it is understood?
- Seek permission from the copyright holder early on to include copyright material in the electronic version of your thesis.

Permissions

What material might you use? You might include diagrams or charts created by other scholars to visualise ideas. You might analyse data sets produced by other researchers. You may critique artwork or photographs created by others.

You will need to contact the copyright holder and request permission to include the material in your eThesis. But in some cases, it may not be possible to gain permission. This

could be because permission is declined, you do not receive a response, or because there is an expensive fee to use copyright material.

This means that you may not be able to make the full text of your awarded eThesis available online and you may need to submit a redacted eThesis.

Futher support and training

Visit the Library website copyright pages for information on:

- when you need to seek permission from the copyright holder
- how you can use third party content in your thesis
- information about copyright relating to publishing material from your thesis
- licensing your thesis for others to use and protecting your rights as the author
- letter templates for requesting permission from the copyright holder.

If you have any queries during the upload process, or need advice on file types, please email research@library.leeds.ac.uk

Further information on thesis submission can also be found on the Submitting your final eThesis page of the For Students website.

If your thesis is eligible for submission under the protocol which allows for published material to be submitted alongside a written commentary, please refer to the Faculty Protocols for the format and presentation of an alternative style of doctoral thesis including published material for further guidance.

If your thesis is to be considered for the practice-led route (specific to the Faculty of Arts, Humanities & Cultures), then please refer to the guidance and be aware that discussions need to start from the outset of your studies.

Any queries can be directed to rp_examinations@adm.leeds.ac.uk

If your research is disrupted

Taking time out of your research

If you are unable to study or believe your progress is being significantly disrupted, then you must let your Graduate School know immediately so they can support and advise you.

You can access more information about suspensions and extensions for PGRs via the Suspensions and extensions policy on the [Research student guidance page of the For Students website](#).

We understand that you may encounter events or circumstances that disrupt your academic progress (for example, ill-health or personal difficulties). In many cases it will be possible to recover any time that is lost within the period of study remaining on your candidature; however, for significant difficulties, this may not be possible.

If you encounter a disruption, there are options to mitigate the impact on your study. These include a period of suspension or extension of study, or authorised absence.

If you are looking to request an authorised absence or suspension of study on the grounds of maternity, paternity, parental and adoption leave there is more information available on the [For Students website](#).

Please [contact your Graduate School](#) as soon as possible for advice and support. If you are able, it is a good idea to also let your supervisors know of any issues; alternatively the Graduate School can contact your supervisors on your behalf with your permission. It is important to keep an up-to-date record of any challenges or concerns in GRAD in case you need any additional support later on.

In addition to the Graduate Schools, there are specialist teams across the University who will be happy to talk to you. You can find more information on the [Postgraduate support and wellbeing page of the For Students website](#).

The [Student cases page on the Secretariat website](#) also has useful information on policy and processes.

Suspension of study

During a suspension of study you temporarily leave your programme for a minimum of one month. During a suspension you are not expected to progress your research or to pay academic fees. You won't have access to supervision, the library or other University facilities (such as laboratories), but you will keep access to IT facilities, including email. Your deadlines will be lengthened to account for the suspension period. Typical reasons for suspension of study are illness, maternity leave, or personal difficulties. If you feel you may need a suspension of study, let your Graduate School know immediately. When you can return to study will differ from person to person depending on the circumstances; it may be when you are medically fit, have overcome any personal difficulties or are simply due back after planned leave, eg parental leave.

You will need to re-register within four weeks of returning from a suspension; this means that you may need to register twice in the same academic year. If you do not register following a period of suspension you may lose time available to complete your thesis or be presumed to have withdrawn from the University.

If you are returning from a suspension of studies due to illness, you may be asked to provide evidence you are fit to return to your programme of study.

Suspension of study will normally not be back-dated for more than one month. Retrospective suspensions will only be considered in exceptional circumstances.

Extension of study

An extension of study adds more time to your programme, to take account of an unexpected or unavoidable disruption which has significantly slowed down your progress, and for which you are unable to make up the lost time. You will continue to work on your research and make progress, and your supervisor will work with you to agree a timetable for completion. If you request an extension during your overtime period, you will need to explain how much of your thesis is complete and submit a plan for completion of your thesis, agreed by your supervisor.

If your maximum period of study is extended, you will need to register for any extension longer than one month. There is no fee for the extension. If you do not register during an extension of studies, you may lose time available to complete your thesis or be presumed to have withdrawn from the University.

Length of suspensions or extensions

The length of suspension or extension that you request should be reasonable and relevant to the problem or difficulties you are experiencing. Requests for suspensions of study will not be granted indefinitely. The minimum period of suspension is one calendar month, and requests are normally granted for no longer than 12 months in the first instance. The University will not normally approve periods of extension and suspension which add up to more than two calendar years for a full-time PGR or three calendar years for a part-time PGR (suspensions for maternity or adoption leave are excluded from these limits). External funders, sponsors or professional bodies may also set limits on the length of suspension or extension that you can take. For more information, please see the policy linked at the top of this page and contact your Graduate School.

Short term absence (authorised absence)

An authorised absence is a short break from your studies, normally up to four weeks' duration in a 12 month period (in addition to any period of annual leave) which can be authorised by your supervisor. You and your supervisor must agree that the absence won't affect your ability to submit your thesis on time. Typical reasons for an authorised absence include short periods of illness (supported by medical evidence), short term (ordinary) paternity leave, emergency compassionate leave and personal difficulties.

In circumstances linked to maternity leave it may be possible to seek approval for an additional period of absence of up to eight weeks duration in a 12 month period, however approval must be given by the University's Student Visa Compliance Manager. You must speak to your Graduate School if you wish to seek a period of authorised absence of up to eight weeks in relation to maternity leave.

Once the period of authorised absence finishes, it is expected you will return to your studies as normal and should be able to resume your research effectively. Your maximum time limit for thesis submission will not be extended. If you're not ready to return, you should contact your supervisor and your Graduate School who can advise on the options available to you. If you do not keep in contact for a prolonged period, the University may assume you have withdrawn from your studies. It is therefore crucial that you discuss your return following absence with your supervisor and Graduate School.

Authorised absences should normally be requested at the time of disruption to your studies, or as soon as possible after it. Retrospective requests for authorised absence

may only be considered in exceptional circumstances. Please provide details and any required evidence as soon as possible to your Graduate School.

Where circumstances or events occur which affect your academic progress for more than four weeks, you should make your Graduate School aware immediately and consider seeking a period of suspension instead.

Paid periods of authorised absence

An authorised absence will not normally affect your maintenance payments but you should check with your funder if you are in any doubt. UKRI funded students may be entitled to additional funding for sick leave, maternity, paternity and parental leave and some emergency/compassionate leave in accordance with UKRI terms and conditions. Please see the [UKRI sick leave and compassionate leave page on the For Students website](#) and the [UKRI Training Grant Terms and Conditions](#).

Requesting authorised absences, suspensions and extensions of study

You can request an authorised absence or suspension or extension of study through the change requests tab in GRAD. GRAD is the preferred method but if the request is sensitive or confidential and you don't want the details in the system, please contact your Graduate School first.

You can also get advice from your Graduate School, Director of Postgraduate Research Studies or supervisor. You should make sure to flag any problems as soon as you can.

If you are on a Student visa, it is your responsibility to inform the university of any periods of absence or change of location so they can advise of any potential impact on your visa status.

Data quarantining

If you are applying for a suspension of study of 12 months or a new, continuing suspension of study which will take you up to 12 months in total you should speak to your supervisor regarding your data in line with the University's data retention procedures, and requesting an exemption from the data quarantining process. You can find out more information about the University's Data Quarantine process on the [Data Protection information pages on the IT website](#) (requires logging in for access).

Student Visa postgraduate researchers

Authorised absences do not affect your visa provided they do not change the overall time limit for completion of your programme of study. If your programme requires ATAS (Academic Technology Approval Scheme) approval, and your period of study is suspended or extended, you may be required to apply for fresh ATAS clearance. Please consult the [ATAS page of the For Students website](#) for more information.

Before requesting a suspension or extension, you should [check your visa requirements](#) and seek support from the Student Visa Advice team.

Evidence to support absences and extensions

It is your responsibility to provide up-to-date objective evidence to support requests and you should do so within a within the period stated by your school. It is unlikely that your request will be considered until appropriate evidence is submitted.

For more information about documentary evidence for a period of authorised absence please see the [Documentary evidence page on the For Students website](#).

Sponsors and funding

You are responsible for checking any implications of an authorised absence suspension or extension of study on your funding with the scholarship provider or the awarding body if your funding is not administered by the University of Leeds (ie not UKRI or University of Leeds scholarship).

For UKRI or University administered scholarships, please refer to your scholarship terms and conditions and contact your CDT/DTP or Graduate School if you have any questions.

If your submission deadline is extended and you are in receipt of funding, please be aware that your funding may not also be extended. You should discuss funding arrangements with your Graduate School if you are granted an extension or suspension.

Retrospective claims for paid sick leave may be considered in exceptional circumstances and must be requested at the earliest point you re-engage with your studies.

Maternity, paternity and parental leave for PGRs

PGRs who are pregnant, whose partners are pregnant, or who are adopting a child can apply for a period of leave on parental grounds.

If you become pregnant we would encourage you to discuss what support you may need for your research at an early stage of the pregnancy. In the first instance you can speak to your supervisor, Graduate School, Director of Postgraduate Research (DPGRS) or any other member of staff who you feel comfortable with, and we also recommend reading the [University's policy on support for pregnant students and students with very young children](#) (doc).

Parental or adoption leave is normally managed under the suspension of studies process (and/or authorised absence). Periods of suspension for parental or adoption leave are not included towards the normal overall limit on suspensions/extensions over a candidature.

For more information about authorised absence and suspension of studies please see the [If your research is disrupted page of the For Students website](#).

It is important to note that you should not return to University for at least two (in some cases four) weeks after giving birth, depending on the nature of your work, for health reasons. Please check the policy for more details.

Ordinary paternity/parental leave

Partners are entitled to take up to two weeks paid Ordinary paternity leave. This must be taken in one go, cannot start before the birth and must end within 56 days of the birth. Partners are also entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks through annual leave, authorised absence or suspension of study.

Requesting a period of maternity, paternity or adoption leave

For information about applying for a suspension of study or authorised absence please see the [If your research is disrupted page of the For Students website](#).

PGRs on a student visa

If you are studying on a student visa, you should be aware of the possible impact of suspensions or extensions on your visa. Please [contact the Student Visa Advice team](#) for

advice and support. It is your responsibility to inform the University of any periods of absence or change of location. Before submitting a change of study request you should also seek advice from the Student Visa Advice team.

Evidence to support periods of authorised absence/suspension

For information about evidence required to support an absence request on the grounds of maternity, paternity, parental or adoption leave please see the [Documentary evidence page on the For Students website](#).

Paid periods of maternity/adoption leave for funded PGRs

For funded PGRs, please check the Terms and Conditions for your studentships and speak to your Graduate School for more information.

If you are in receipt of UKRI/University of Leeds funding at the point when maternity or adoption leave starts, you are likely to be entitled to paid leave of up to 26 weeks paid at full stipend rate, pro-rated as necessary for part time students, followed by up to a further 13 weeks paid at a level commensurate with employee entitlements to statutory maternity pay. A further period of 13 weeks unpaid leave may also be taken.   Please check your scholarship terms and conditions to confirm eligibility. More information is also available on the [UKRI Maternity, paternity and parental leave page of the For Students website](#).

PGRs who are parents or carers

We believe that being, or becoming, responsible for a child or dependent adult should not be a barrier to your research. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for you will not compromise academic standards. Further information can be found in the [policies and guidance page of the Equality and inclusion unit website](#) and the [Children and family pages of the For Students website](#).

Return from a period of maternity, paternity, parental or adoptive leave

Support for a return to study after period of maternity, paternity or parental leave will be discussed with the supervisor, DPGRS and Graduate School.

PGRs are expected to return to their studies at the end of the period of suspension and to re-register within four weeks of their return. Registration will open one month before their

suspension end date. The Graduate School will contact the PGR at this time (to their University email address) to provide information about the registration and return to study process. PGRs are not required or expected to begin re-registration until their period of suspension has ended. However for PGRs in receipt of funding through the University, early access to registration is available to ensure there are no delays with receipt of stipends.

Documentary evidence

It is your responsibility to provide up-to-date objective evidence to support requests for authorised absence, suspensions or extensions of study, within the time frame given by your school.

It is unlikely that your request will be considered until appropriate evidence is received. Evidence should be emailed to your Graduate School and not uploaded to GRAD. The Graduate School will not obtain evidence on your behalf.

Evidence normally takes the form of an original letter-headed document, signed by an appropriate third party, giving details of the circumstances, dates and/or duration and, where possible, its impact. An appropriate third party would be one who knows you in a professional capacity, or one who can verify the circumstances and provide objective and impartial advice. Evidence will only be accepted from verifiable addresses. All evidence must be provided in English. It is your responsibility to provide translations of any non-English documentation, and any documents not in English or without translation will not be accepted as evidence. The translation must be certified as accurate by a Public Notary or translated by an accredited translator. Originals can be returned to you if requested.

If you do not produce appropriate documentation, you may be asked to provide further evidence to support your request.

It is a serious University disciplinary offence to make a false declaration, and action will be taken under the General University Disciplinary Regulations if a fraudulent statement is made, or fabricated evidence provided.

Health/wellbeing

You are required to provide independent documentary evidence to support requests for periods of suspension or extension relating to your health and wellbeing.

The medical evidence might take the form of a "fit to study" note, letter or report from a medical practitioner (eg GP, hospital doctor, registered nurse, occupational therapist, pharmacist or physiotherapist) and would normally be an original, printed or digital letter-headed document signed by an appropriate medically qualified healthcare professional, preferably the treating clinician. The evidence should help the school understand how your medical situation is affecting your ability to study. Your evidence should include the dates and duration of any period when your health has/will completely prevent you from studying.

We are not able to accept a prescription or the box cover of medication or evidence of medical appointments as this gives no professional opinion of your capacity to study.

If you provide evidence from a counsellor outside of the NHS, they must be accredited by the British Association for Counselling and Psychotherapy (BACP) or United Kingdom Council for Psychotherapy (UKCP). The documentation must include details of the circumstances and the dates and/or duration of any period when your health has completely prevented you from studying.

In some circumstances, such as to support the arrangement of sick pay, your school may ask you to provide additional evidence from a medical practitioner (eg GP, hospital doctor, registered nurse, occupational therapist, pharmacist, or physiotherapist).

In support of short-term absences on the grounds of ill-health

You are required to provide independent medical evidence (eg GP, hospital doctor, registered nurse, occupational therapist, pharmacist, or physiotherapist) to support requests for periods of authorised absence relating to your health and wellbeing of more than five working days. For periods of illness up to five working days, you can self-certify by submitting your authorised absence request in GRAD or emailing the Graduate School. If you receive funding where you may be eligible for sick pay (eg UKRI), you will need to provide evidence for any period of sickness. Please see the UKRI sick leave and compassionate leave page on the For Students website.

Health/wellbeing of a third party

If you are seeking a suspension or extension due to circumstances connected with someone close to you, we need to know what impact this is having on you and your research project. If possible, please provide independent evidence to demonstrate the impact on you (preferably from an independent third party, eg GP, hospital doctor,

registered nurse, occupational therapist, pharmacist, or physiotherapist). You will need to be clear about how and why your ability to progress is/was affected.

Personal information or evidence about third parties is unlikely to be requested by the school. If third party information is provided or deemed essential by the school to the consideration of the case, it must be accompanied by consent for the University to process the data.

Bereavement

Evidence of bereavement is not routinely requested. Please speak to your Graduate School for advice on short term absence (if you expect the absence to be less than a month.

Disability

Disabled PGRs registered with the University's Disability Services can use their Summary Support Sheet provided by Disability Services as evidence, where the grounds for the request are related to the disability or requested as part of a reasonable adjustment.

If you are UKRI funded and seeking sick pay for a period when your health/wellbeing has been negatively impacted by your disability, please refer to the health/wellbeing section above.

Other unexpected/unplanned domestic disruption (eg house fire, burglary, flood, etc)

Evidence must include dates and how/why your progress was disrupted; for instance, a corroborating statement from a landlord, counsellor, or University staff member.

Maternity, paternity, parental or adoption leave

For a suspension or authorised absence related to maternity leave, evidence can be in the form of a MATB1, issued by a registered midwife.

For paternity/parental leave, partners are entitled to up to two weeks paid Ordinary Paternity Leave. If you wish to take a longer period of leave you must suspend your studies. For paternity/parental leave; evidence can be a MATB1 form, issued by a registered midwife, or a birth certificate.

For adoption leave, evidence can be a letter from your adoption agency or the matching certificate.

Jury Service

Acceptable evidence would be official correspondence from HM Courts and Tribunals Service.

Victim of crime

Please submit your Crime reference number (these are usually provided by the police where a crime has been reported).

For crimes of a personal nature, where you find it difficult to report the matter to the police, appropriate evidence can be provided by a medical professional, counsellor, or relevant person.

Sick leave and short-term emergency/compassionate leave - Guidance for UKRI funded PGRs

UKRI funded PGRs may be entitled to sick pay for long and short-term absences, and short-term emergency/compassionate leave.

However, if you have an authorised short-term sickness absence, you cannot claim for compassionate/emergency leave support at the same time.

Part-time PGRs are entitled to the same amount of sick or compassionate leave and will be paid at the pro rata rate.

For more information about funding entitlements during a period of absence please see the [UKRI Training Grant Terms and Conditions](#).

All requests for sick pay or pay during a period of short-term leave on the grounds of ill-health, compassionate or emergency leave should be supported by appropriate evidence. Please see the [Documentary evidence page of the For Students website](#).

All periods of short- or long-term absence should be reported as soon as possible, as either an authorised absence or suspension in GRAD. Please see the If your research is disrupted page of the For Students website.

Claims for additional pay will not be paid until an absence has been reported and approved. Exceptional requests for retrospective sick pay with the appropriate medical evidence may be approved if there are exceptional reasons why the request was not made when the illness/disruption occurred.

Short-term leave on the grounds of ill-health or compassionate and emergency leave

UKRI funded PGRs may be eligible for paid leave on the grounds of ill-health, compassionate and emergency leave for short-term absences.

For short-term absences, please speak to your Graduate School who will advise the process for requesting an authorised absence in GRAD.

If you are eligible for paid leave, maintenance payments will continue during this period of absence and the funding deadline will be extended accordingly. The maximum time limit for thesis submission date is not normally extended for a period of authorised absence. However, if your funding end date is the same as your maximum thesis submission date, an extension should be requested through GRAD.

Please note that GRAD does not list funding dates and only lists your thesis submission deadlines and milestones. If you are unsure about when your funding ends, please contact your Graduate School.

All paid sick leave requests must be supported by a medical note confirming the reason for absence, dates and that you are not fit to study. These should be from an accredited practitioner such as a GP, hospital consultant or accredited counsellor. Please see the Documentary evidence page on the For Students website.

Short periods of sickness are expected to be absorbed into the candidature.

Longer periods of leave on the grounds of ill-health

For longer periods of sickness (more than 21 days), please speak to your Graduate School who will advise the process for requesting an absence in GRAD. A longer period of sickness would usually be recorded as a suspension of study.

Where sickness is covered by a medical certificate and occurs during the funded period, UKRI funded PGRs are normally eligible for sick pay. A maximum of 13 weeks' sick pay is permitted in any 12-month period. The maximum time limit for thesis submission will be extended by the equivalent length.

Guidance for UKRI funded PGRs on maternity, paternity, parental and adoption leave

If you are funded by a UKRI training grant studentship, you are entitled to parental leave and financial support, in line with the terms and conditions of your funding.

This page aims to clarify your entitlement to maternity/paternity/parental/adoption leave if you are funded by a UKRI training grant studentship. It draws upon the UKRI Training Grant Standard Terms and conditions and the University's processes for administering both longer and short-term absences.

If you withdraw from study after a period of maternity, paternity, parental or adoption leave you should refer to the guidance in this document (PDF).

UKRI training grant guidance

The following excerpts are taken from the UKRI Standard terms and conditions for training grants and provides details of the amount of leave and maternity/paternity/adoptive support pay you may be entitled to:

TGC 8 Absence, TGC 8.1 Parental Leave

Although individuals funded under these [UKRI Training Grant] terms and conditions do not have a statutory entitlement to maternity, paternity, or adoption leave, UKRI will provide funding for leave entitlements which mirror the statutory schemes in force at the time. UKRI also provides an unpaid parental leave scheme.

UKRI funded Students are entitled to 52 weeks of maternity-equivalent leave if the expected week of childbirth will occur during the period of their award. The earliest Maternity leave can commence is 11 weeks before the expected week of childbirth. The main adopter of a child placed during a studentship is also entitled to 52 weeks of leave.

Where a student takes a period of leave equivalent to maternity leave, or adoption leave taken by the main adopter only, Students will have the right to the following payment terms. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part time students. The following 13 weeks should be paid at a level commensurate with [statutory maternity pay](). The final 13 weeks are not paid.

Students who would be entitled to paternity leave under the statutory scheme are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend. Ordinary Paternity Leave cannot start before the birth and must end within 56 days of the birth.

Under the unpaid parental leave scheme, eligible students will be entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks, with their studentship extended accordingly.

In respect of birth parents, eligible students are those who will share primary responsibility for the child with its birth mother.

In respect of adoptive parents, eligible students are those who are the spouse, partner or civil partner or the primary adopter. Students are only entitled to take one of either maternity/adoption-equivalent leave or unpaid parental leave per birth/placement of a child.

Unpaid parental leave must be completed within 12 months of the birth or placement of the child. This leave may be taken in up to three blocks of leave or all at once.

There is no qualifying period for maternity, paternity, parental or adoption leave. Additionally, their Studentship end date should be updated to reflect the period of leave.

The RO should support pregnant students and their partners in attending antenatal or medical appointments. The RO should permit pregnant students leave from their studentship to attend antenatal and medical appointments with no deduction from their stipend.

A student who is a partner of someone who is pregnant should be permitted leave to attend a minimum of two antenatal appointments, for a maximum of 6.5 hours per appointment.

TGC 5.2.6

International students whose right to remain in the UK is by virtue of a Tier 4 Visa or Student Visa, the obligation to permit 12 months leave for maternity/paternity leave and for sickness leave and payment is subject to any restrictions on remaining in the UK, and payment of funding imposed by virtue of the legislation and guidance relating to the granting of the Tier 4 Visa or Student Visa.

Recording your parental leave with the University

You can take parental leave in several ways, depending on your circumstances, including the length of time needed and visa restrictions (as per TGC 5.2.6 above).

These are:

- Suspension of studies
- Authorised absence
- Annual leave

Please see the [Maternity, paternity, parental and adoption leave page of the For Students website](#). All absences should be recorded in GRAD and evidence may be required.

During a period of suspension of studies for maternity leave, you will receive the UKRI maternity payments.

During a period of authorised absence it will not be possible to pause your stipend payments and therefore your funding period will be extended in line with the length of the period of maternity leave.

If you have questions about your eligibility for funding during parental leave, speak to your Graduate School.

Returning to your studies

You are encouraged to consider whether it would be beneficial for you to participate in activities related to your research project during your leave and discuss this with your supervisors. UKRI funded students are entitled to up to 10 Keeping in Touch (KiT) days during your maternity/paternity/adoption leave. You should discuss and agree these in

advance with your supervisors. Payment for KiT days would be made at the basic daily stipend rate, less appropriate maternity/paternity/adoption support pay that you may be receiving.

You may be eligible to return to your studies part-time after a period of parental leave. Part-time PhD studies at the University of Leeds are operated on a 60% FTE and so your stipend and deadlines would be amended accordingly. If you are a visa holder, please note that this may not be possible due to visa restrictions and you should seek advice from the Graduate School and the University's International Student Office.

PGR degree certificates

If you are a PGR, your degree certificate won't be handed to you at graduation. Instead, it will be sent to you in the post and via email.

Last updated 28 June 2024

We need some information from you to allow us to deliver your digital degree certificate and physical copy as soon as possible.

To be awarded your research degree, you need to have met the conditions as detailed on the [Award of your research degree and graduation pages of the For Students website](). You will then be added to the pass list for approval by the Progression and Examinations Group. After your name has appeared on the pass list you will receive a GRAD notification requesting your up-to-date contact information so that we can provide you with the digital and physical copies of your degree certificate.

Once you have provided us with your contact information, we aim to provide the digital and physical copies of your certificate within four weeks.

We recommend you provide us with a personal email address, as your university email address usually closes 90 days after your name appears on the pass list.

If you have any questions please contact the [Doctoral College](). Please include your student ID in all correspondance.

Award Statements

If you need an award statement urgently, for example for a visa requirement, or employer, academic institution, sponsor or other relevant party, please contact the [thesis examination team]() in Doctoral College Operations. Once you have appeared on the pass list, we will be able to send you this. There is no charge for an award statement if you request it within three months of appearing on a pass list.

Graduation

The next graduation ceremonies will be held in December 2024. You can find further information on Graduation arrangements on the [Graduation pages of the For Students]()

website. Please contact the Graduation team for any questions about graduation and to make arrangements for attending a ceremony.

Replacement certificates and certified copies

If you have lost your original degree certificate, you can request a replacement or get a copy officially certified. There is a charge for all replacement certificates and copies. For more information please see the Replacement certificates and certified copies page of the For Students website.

GRAD

The [Graduate Record of Achievement and Development (GRAD)](#) is the University record keeping system for all postgraduate researchers.

GRAD lets you arrange:

- [Supervision meetings](#)
- [First formal progress review](#)
- [Transfer](#)
- [Annual progress reviews](#)

You are also able to:

- Upload files and reports
- Record training that you take part in
- Request annual leave
- Tell your Graduate School if you will be away from your studies (an authorised absence)
- Tell your Graduate School if you will be away from Leeds for a period of time (a change of study location)

It is mandatory that you use it throughout your studies, especially for recording supervision meetings. Just logging into GRAD and browsing will help you understand the process and steps of your research degree. GRAD user guides can be found on your GRAD homepage and a selection of video guides are linked at the bottom of this page.

You can use your GRAD record to find the name of your Director of Postgraduate Research Studies (DPGRS). Once logged in, go to "My record" and then "Postgraduate research project" and your postgraduate research programme details will come up. You might see more than one name, this indicates the DPGRS and deputy DPGRS names. You can also see a named contact in your Graduate School.

To read more about what your DPGRS does, please go to our [Committees and Representation page on the For Students website](#).

If you have any problems using the system, please [contact your Graduate School](#). If you are facing any challenges that are affecting your studies, you are encouraged to make your supervisor aware and record a summary of the conversation in a GRAD meeting record.

If you have any technical issues, please contact the IT Helpdesk.

Video guides for common tasks in GRAD

Welcome to GRAD

Transfer process

Sharing notes before a supervisory meeting

Sharing notes after a supervisory meeting

Progress report

Postgraduate support and wellbeing

There is a wide range of support available to you during your time at the University, including counselling, disability services, help with cultural differences and much more.

All information is available on the [University support and wellbeing website](#).

Your Graduate School

If you are not sure who can support you with the challenges you are facing, start with [speaking to your Graduate School](#) or supervisor. They will be able to point you in the right direction of what resources or further advice you might need.

You can meet with the DPGRS in your school at any time during the year to discuss any academic or personal issues. You should be offered a meeting with them (without your supervisor) at least once a year by your Graduate School.

This meeting will give you an opportunity to comment on the supervision you receive and to raise any matters of concern. Your supervisory team is set up with the intention that it will remain in place throughout your research degree studies. In some cases, however, the supervisory team may need to change. For example, this may happen if the supervisor leaves the University or if the supervisor is on long term sick leave. Your school must ensure that appropriate arrangements are made so that your progress is not affected by the absence of your supervisor. If the absence of your supervisor exceeds two months, your school will identify alternative arrangements. You should talk to your Graduate School or DPGRS if you have concerns regarding this and make them aware.

It is important to take care of yourself, and plan time away from your research. PGRs are entitled to 26 days holiday each year (15.5 for PGRs studying part time) plus University [closed days](#). Holiday requests should be made via [GRAD](#).

Mental health support

The [Student Counselling and Wellbeing service](#) offer free and confidential support to students and PGRs. Available support includes face-to-face and online counselling, wellbeing, and mental health support, same day drop-in sessions, groups and workshops, meditation, self-help resources and more.

The service is open Monday to Friday, 9am-5pm, all year-round excluding University closure periods such as bank holidays, Easter, Christmas and New Year.

You can also access [Togetherall (formerly Big White Wall](...)) which provides a safe space online to get things off your chest, explore your feelings and learn how to self-manage your mental health and wellbeing.

[Nightline](...) is available 8pm – 8am any night of the week via instant messaging or phone line service.

Leeds University Union

LUU has a dedicated [Help and Support team](...) who provide independent, confidential, expert advice for free to all Leeds students including PGRs.

LUU offer a range of support, including:

- [Clubs, societies and social events](...) such as organised trips to local attractions
- [Independent help with academic issues](...) such as appeals and complaints
- [Budgeting advice and financial support](...)
- [Mental health, relationship and addiction advice](...)

Equality and Inclusion

The University of Leeds is committed to the principle of equality and is determined to treat all PGRs fairly and avoid all unlawful forms of discrimination on grounds of gender (including pregnancy, trans status or marital status), race (including colour, nationality, ethnic origin or national origin), sexual orientation, disability, religion or belief, and age. If you have any concerns relating to an equality or diversity issue within your school or faculty, or if you would like to suggest any improvements, please contact your Graduate School.

The [Equality and Inclusion Unit have resources around a number of areas](...) including guidance to support [Trans staff and students](...), students who are pregnant, students who have very young children, plus many more.

Pregnancy

If you become pregnant during your research degree, we encourage you to discuss your support needs at an early stage of the pregnancy. You may approach any member of staff

with whom you feel comfortable. You can also review the information and advice in the [University's policy on support for pregnant students and students with very young children](#).

You may also wish to review the guidance on extensions and suspensions. More information is available on the [Taking time out from your research page of the For Students website](#) and the [Children and Family page of the For Students website](#).

Parental leave

Periods of parental or adoption leave are normally managed under the suspension of studies process (and/or authorised absence). Periods of suspension for parental or adoption leave are not included towards the normal overall limit on suspensions/extensions over a candidature. Suspensions of studies are recorded in whole months, however you can start or return from a period of leave at any point in the month, by recording some of the period of leave under the authorised absence category, in addition to any period of suspension. You may also choose to take any period of annual leave immediately before or after a period of leave. If you are in receipt of a scholarship or other funding, please contact your Graduate School who can discuss possible parental leave pay arrangements with you.

PGRs who are parents or carers

We believe that being, or becoming, responsible for a child or dependent adult should not be a barrier to your research. The University is committed to being as flexible as possible, whilst making sure that any accommodations made for you will not compromise academic standards. Further information can be found in the [policy on support for pregnant students and students with very young children](#), and the [policy on support for students who are parents or carers](#).

More information can also be round on the [Children and Family page of the For Students website](#).

Studying whilst also acting as a carer can be challenging. If you find yourself in a situation where you are struggling to manage your commitments please contact your Graduate School who can advise you of the options available.

Support for disabled PGRs

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

- are D/deaf or hearing impaired
- are blind or visually impaired
- have a physical disability, and/or mobility difficulties
- have a specific learning difficulty (for example, dyslexia or dyspraxia)
- have a neurodevelopmental condition (eg, AD(H)D)
- have a neurological condition (eg MS, epilepsy, Tourette Syndrome, stammer)
- are autistic
- have a mental health condition
- have a long-term medical condition (eg chronic fatigue syndrome, asthma, diabetes, cancer, HIV)
- have a combination of these

If any of the above applies to you, the Disability Services team will be pleased to talk to you about the support that you need for your studies. For more information about disclosing your disability, funding, and support, please visit the Disabled PGRs website. Any disclosure you make will be treated with discretion and information will only be shared with your permission.

You can self-refer to Disability Services at any point. It is recommended to contact Disability Services several months before important events like transfer or viva to allow time for the support to be put in place. If your health/learning challenges change during your studies, please keep the Disability Services team up to date with your situation.

You are also very welcome to talk to your Graduate School directly about any adjustments or support that you might require. Contact your Graduate School to arrange a time to speak to someone.

Reasonable Adjustments

The process for identifying and agreeing support and reasonable adjustments for the transfer viva and final oral examination is set out in the PGR reasonable adjustments document on the Research student guidance page of the For Students website. It is important that the need for reasonable adjustments is identified well in advance of the transfer and viva process to allow due consideration to be given prior to

assessment/examination. You should work in partnership with your Graduate School and Disability Services to identify when reasonable adjustments may be required for the transfer and viva processes, and what those reasonable adjustments might be. There is more information on the process on the Disabled PGRs page.

Prayer, contemplation and faith-based support

The University has a number of spaces on campus available for prayer and quiet contemplation, whether you practise a particular faith or not. If you practise a faith, you can be confident that you will be able to follow your beliefs in Leeds and find support and information related to your faith. You can also access support through the University Chaplaincy, whether you are a person of faith or not.

Financial hardship

If you're in financial difficulty, you may be able to apply for financial support from the University to help with living expenses. The Leeds Financial Assistance Fund is a University-funded scheme for students and postgraduate researchers who are facing genuine or unexpected financial difficulties and who do not have alternative sources of financial support. You can find more information about the Financial Assistance Fund on our For Students website.

Campus Security

The University's Security Service operates 24 hours a day, every day of the year. They offer crime prevention advice, patrol the campus, investigate crimes and respond to alarms and emergencies. In addition, if you feel you are witnessing someone in a mental health crisis, the Security team can provide you with advice and support, particularly if this occurs outside of standard office hours. You can contact Security on 0113 343 2222.

SafeZone is an app that everyone on campus can use, to give you extra peace of mind and is linked to the University's Security team 24/7. The app is free and easy to use. It has three main functions:

1. For help with a physical or mental health incident, press the green First Aid button if you are unable to follow local procedure, and a member of the Security team will assist you.
2. Press the blue 'non-Urgent' button to connected to Security in a non-emergency situation, for example, if you are locked out of a building.

3. The red 'Emergency' button is for threatening situations when you are in immediate danger.

The app also has a check-in timer function. You can use this to share your location with the Security team if it would help you to feel more comfortable, for example if you are working alone in a building. Set the timer and if they don't hear from you by the time it runs out, they'll check in to see if you're ok.

The check-in function has a drop-down menu with a notes section. You should include details of your location and your activity, as well as the details of who to contact in case of emergencies.

You can use the SafeZone app on the main University campus, the University sports facilities at Weetwood and Bodington.

Harassment, abuse or sexual assault

The University is committed to providing a safe environment for all students, PGRs and staff. You can anonymously report assault, hate crime or sexual assault through the online reporting system Report and Support. There are many ways you can seek support through the University or the local community. If the situation is an emergency, call 999 or contact Security on 0113 343 2222 if you are on campus.

Accommodation

Please go to the accommodation pages of the university website for more information on University residences, residence life at Leeds, and how to get in touch with the Accommodation team who can help you with any queries.

If you are experiencing any issues with your accommodation, whether that is University residences or privately rented houses/flats, you can contact the Leeds University Union help and advice team for advice.

International Student Advice and Support

If you need immigration advice or information on services available to the international student community (including events and activities), go to the International Student Advice and Support website or contact the Student Visa Advice Team.

Other useful links

- PGR reps

- How to support a friend

PGR diversity

The PGR Diversity team is based in Educational Engagement and aims to address inequalities faced by underrepresented groups in relation to accessing and succeeding in postgraduate research study.

Who are we?

[The PGR Diversity team](), established in April 2022, is based in Educational Engagement. It consists of two sub-teams with responsibility for two areas of work:

- Access and Contextual Admissions
- Student Success.

Our work is informed by the university's [Access and Student Success Strategy 2025]() (PDF), and aims to address inequalities faced by underrepresented groups in relation to accessing and succeeding in postgraduate research study.

Areas of work

As a team, we work across six workstreams as outlined on our [Sharepoint site]() and the [PGR Diversity Team section of the Induction site]().

Who can get involved in our work?

Any PGR student who self-identifies as coming from any of the under-represented groups below:

- Black, Asian, or Minoritised Ethnicity
- Mature Student
- LGBTQIA+
- Carer / Caring Responsibilities
- Person with a Disability
- First in your family to engage in a PGR degree
- Care Experienced
- Working Class
- Gypsy, Roma, Traveller
- Refugee / Asylum Seeker

- International Student

We also work very closely with the Doctoral College, Graduate Schools and their schools/ departments, Leeds University Union, as well as other services across the university such as the Careers and Disability Services.

How to get involved?

Whether you're a PGR from an underrepresented group as outlined above or work with underrepresented PGRs at Leeds, we'd love to work with you. Please get in touch with the PGR Diversity team or sign up to our mailing list to find out about events and support available for PGRs.

The Yorkshire Consortium for Equity in Doctoral Education (YCEDE)

YCEDE identifies and addresses barriers to postgraduate study for UK fee status, ethnically minoritised students. A consortium of the Universities of Leeds, Bradford, York, Sheffield and Sheffield Hallam, it looks at international best practice on accessing and studying as a postgraduate researcher. The four YCEDE workstreams include:

- Improving access to postgraduate research (PGR) degrees
- PGR recruitment and election for equity and diversity
- Enhancing the on-course PGR experience
- Evaluating and disseminating our activities.

Support is available for current PGRs from UK ethnically minoritised backgrounds in the form of mentoring, networking and paid opportunities in outreach. Visit the YCEDE website or speak to someone in the PGR Diversity Team for more information.

Generative AI

The University has provided specific guidance for postgraduate researchers (PGRs) on the use of Gen AI in doctoral research, including:

- use of Gen AI in assessments
- PGR assessment criteria
- categories for doctoral research
- proof-reading for PGRs.

Please see the [Generative AI website](#)