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| Inclusion of supplementary data/material with a thesis submission  Doctoral College Operations  Enquiries: Thesis Examination Section: [rp\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk) | University of Leeds logo |
| **This form should be completed and uploaded to GRAD alongside the thesis submission.** Please refer to the guidance notes overleaf. | |

To be completed by the PGR and signed by the Supervisor. A copy of the completed form will be included with the thesis sent to the Examiners.

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| Candidate Name: |  |
| ID Number |  |
| School |  |

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| Data/material to be included |  |
| Format + any special requirements |  |
| Reasons for inclusion |  |

**I confirm the following in relation to the information listed above:**

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| The thesis stands alone and is intelligible and examinable without the supplementary data/material |
| We will assess whether this supplementary data/material should be kept and appropriate arrangements for deposit will be made before the PGR leaves the University. |

**SIGNATURES**

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|  |  |  |
| Candidate | Supervisor | Director of PGR Studies |



**Graduate Board**

**Examinations Group**

**Inclusion of supplementary data/material within a thesis submission for examination**

**Advice to candidates**

You may include a supporting supplementary data/material alongside your thesis submission for examination. This should be used in exceptional circumstances only, where it is considered that it may be important for examiners to have access to supporting material.  **This should not be used for material that is essential reading for the examiner in order for them to reach a considered evaluation of the work**.

In such cases, you will be required to confirm that there is no requirement for the examiners to refer to the supplementary data/material, although they may do so if they wish, and the thesis will stand alone and be intelligible and examinable without the supplementary data/information.

Information on research data management, including good practice when handling sensitive data, is available on the [Research Data Leeds website](https://library.leeds.ac.uk/info/14062/research_data_management/143/research_data_management_timeline).

Please note, where supplementary data/material does not meet the criteria listed above a written case for its inclusion must be made, prior to submission of the thesis, for consideration by the Chair of the Examinations Group. This must clearly state the nature of the contents of the supplementary data/material and the reasons for its inclusion.

**Deposit of supplementary data/material after the viva**

When it comes to the final version of your thesis (after successful examination) you should consider and agree with your Supervisor what supplementary data/materials should be kept and either deposit with your Supervisor or School or deposit in a repository, making sure the work is well documented so it can be found and understood. You may produce valuable research materials or datasets you want to share with other researchers outside the University. This material can be deposited in the Research Data Leeds online repository, or a similar trusted repository service.  Advice and support are available from the Library's Research Data team. Contact them well before you submit your thesis: [researchdataenquiries@leeds.ac.uk](mailto:researchdataenquiries@leeds.ac.uk).

Information on research data management, including good practice when handling sensitive data, is available on the [Research Data Leeds website](https://library.leeds.ac.uk/info/14062/research_data_management/143/research_data_management_timeline). You should regularly review your data management plan with your Supervisor. Where applicable, be aware of any data sharing expectations from your research funder. You should agree arrangements with your Supervisor before you leave the University.