

**Notification of a Multi-Part Practice-led thesis submission**

# **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.

# **Purpose of this form**

This form is intended to help the University understand the structure and format for your thesis submission, the types of files you will be submitting and any special arrangements that might need to be considered. Depending on the nature and format of the intended submission, advice may need to be sought from the Library to support the eventual archive of the final thesis (after examination).

# **When to complete this form**

Please complete and upload this form to GRAD with your examination entry workflow.

# **Further advice**

Please read the guidance notes on the multi-part thesis pilot before completing this application.

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| --- | --- | --- | --- |
| PGR Name |  | SID |  |

**Please include an index of all the files** which are planned for submission (please add lines as needed).

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| **Content of file** | **File Format** | **Format to be shared for examination[[1]](#footnote-1)** |
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| **Accessibility:** Comment on the accessibility of the materials. Is any additional software required to open the files? |
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| **Confidentiality and sensitivity:** Do any of the files include sensitive or highly confidential data or materials. If so, please provide comment and confirmation that the University guidelines for the handling and storage of data have been followed and sharing of this content with the examiners (and in WREO) is consistent with the approach outlined in ethics review and any contractual agreements. |
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| **Long-term preservation:** Please comment on arrangements for deposit and long-term preservation of the material through WREO and to the accessibility of the thesis to a wider audience. Please see notes at the end for further advice on options. |
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| **Examination:** Please confirm whether in addition to the files listed above, any additional content in physical format needs to be submitted for examination. Doctoral College Operations will contact you separately to arrange for deposit of any material/ |
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| **Any other information** |
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**We confirm the following**

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| The University guidelines for the handling and storage of data will be followed and sharing of this content is consistent with the approach outlined in ethics review and any contractual agreements and University guidelines for sharing of data |  |
| The separate Index Form will be completed and uploaded to GRAD alongside the thesis submission for examination. |  |
| After successful examination and any corrections, the separate Index Form will be uploaded to White Rose Etheses Online alongside the final eThesis |  |

**Authorisation**

|  |  |
| --- | --- |
| Candidate |  |
| Supervisor |  |
| DoPGRS |  |

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| **Long-term preservation: Advice for practice-led researchers**  The University requires a permanent record of the complete ‘thesis’ on which the award will be made; this means that in addition to the written commentary in PDF, all examined practice material will also need to be deposited to White Rose eTheses Online (WREO) as separate files in an appropriate format (eg. pdf, jpeg, mp3, etc.). PGRs will be placed on the pass list only once it has been confirmed that suitable files for both the written commentary and the examined practice have been successfully deposited to WREO.  It will not be possible at the eThesis stage to deposit links/URLs that lead to practice material, as content hosted externally (eg. via youTube, Vimeo, websites, etc.) cannot be relied upon for long-term preservation. You will, however, have the option of setting an embargo for each individual file uploaded to WREO, if necessary and supported by your supervisor.  Consideration should be given to the accessibility of the thesis to a wider audience. Open formats should be used where possible. If files require proprietary software, an additional open format version should be supplied where feasible e.g. .xlsx could also be .csv. Files in a non-proprietary format increase chances of long-term access and preservation.  Exceptionally, links to University managed systems which use permanent identifiers will be considered. The proposal should be included in this form, and requires agreement from the Doctoral College and Library.  The Library team will be happy to provide advice and support to help you in your planning. Please [contact the Library](mailto:lib-etheses@leeds.ac.uk) as early as possible in advance of making your submission. |

1. e.g. uploaded to GRAD; OR Shared via e.g. One Drive link; OR link embedded within thesis for version submitted for examination only [please indicate host]. [↑](#footnote-ref-1)