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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 as supplementary material** |
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| **Reasons for inclusion of this supplementary material:** |
|  |
| **Accessibility:** Any advice on the accessibility of the materials and/or any additional software required to open the files. |
|  |
| **Any other information** |
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**I confirm the following in relation to the information listed above (please tick boxes):**

|  |  |
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| The thesis stands alone and is intelligible and examinable without the supplementary data/material |  |
| The University guidelines for the handling and storage of data have been 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 |  |
| 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**

Any material that is considered essential reading for the examiner for them to reach a considered evaluation of the work should be included in the thesis. This is the examined content, and is the body of work evidencing the quality and quantity of original research results, independent critical ability and matter suitable for publication that must read and assessed by the examiners.

Supplementary content is defined as additional data and materials which it may be useful for examiners to have access to but there is no requirement for the examiners to refer to the supplementary data/material in order to examine the work. The thesis must stand alone and be understandable without the supplementary data/material. The examiners may access the supplementary material if they wish, but may choose not to do so. 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.

Where it is necessary to include supplementary data/information you will need to complete and upload this form to GRAD when you submit your thesis for examination. You may upload supporting supplementary material/data to GRAD alongside your thesis submission for examination.

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

PGRs and Supervisors should also consider and agree what other research data/materials generated during the candidature should be kept, and the arrangements for deposit of such material. This will normally be covered by your data management plan. 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. Information on research data management is available on the [Research Data Leeds website](https://library.leeds.ac.uk/info/14062/research_data_management/143/research_data_management_timeline). 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)**.** Please also [see the Doctoral College Website](https://students.leeds.ac.uk/info/10123/starting-your-research/792/research-ethics).