

Dual Awards Examination Arrangements - General

Overview

- A Dual Award is a research degree delivered jointly in collaboration with another university (normally an overseas Institution). Key characteristics are set out on the [SES Website](#)
- A dual award PhD leads to two separate PhD awards: one from Leeds University and the second from the university with which we have the collaborative arrangement
- To obtain both PhD awards, the PGR must complete the programme requirements and meet the learning outcomes for both research degrees from each institution
- The PGR must meet the requirements of both institutions with respect to the respective thesis submission and examination regulations. This will lead to two examinations following the rules and requirements of each university
- The Thesis submission and viva for the Leeds degree will be in English. Whilst the Thesis is to be written in English this may include an abstract in a second language
- There might be specific requirements for the examination e.g. that the Leeds viva must be held first, or that an additional examiner is needed. **Each Dual award has its own exam arrangements information sheet which sets out this detail.**
- The Degree Certificate will indicate that this is a Dual PhD in collaboration with a second and named university
- Each dual award has its own [programme of study entry which includes the learning outcomes for award](#)
- Dual awards have a programme code ending in FDU to identify them in Banner and will show as “PhD (Dual Award)” in GRAD
- Candidates who meet the learning objectives and assessment requirements of one institution but not the other will be granted a single award by that institution but will not be eligible for the Dual Award.
- It is not conditional that both awards must be granted at the same time - one partner can grant the award independently of the other. The Leeds award will be made following standard procedures.

General Principles for the examination process

- The normal examination entry process (in GRAD) must be followed
- The normal thesis submission process (in GRAD) must be followed
- The programme code check at each stage will identify at each stage that this is a dual award, which will allow Doctoral College Operations to communicate and facilitate any particular examination requirements.
- Additional and relevant advice will be included to the examiners in their appointment information. A separate Dual Award additional information booklet will be provided to the examiners
- Additional and relevant advice will be included to PGRs in their GRAD notifications

Leeds Examination Entry

- At least 3 months before the planned date of thesis submission to Leeds, the PGR must enter for examination using the GRAD examination entry workflow. Examiners will be nominated in accordance with standard procedures, unless specific arrangements are set out in the programme of study. In some cases an Independent Chair may be required.
- The workflow must be completed by the Supervisors, and reviewed by the Graduate School and Director of PGR Studies.
- Following receipt of a completed examination entry workflow, Doctoral College Operations will check the programme specification for any specific exam requirements e.g. thesis submission expectations, sequencing of vivas or appointment of examiners
- Doctoral College Operations will email the Graduate School, Director of PGR Studies, Supervisors and Programme lead to flag forthcoming examination - and to confirm the required arrangements and facilitate any particular examination requirements.

Leeds Thesis submission

- The length and format of the thesis are expected to fall within the standard University arrangements, set out in the [Guide to the thesis examination process](#).
- The thesis must be submitted to GRAD as set out in the [Guide to the thesis examination process](#).
- The thesis must be in English, but in some cases a second abstract in a language other than English may be included, if required under the programme of study. **Each Dual award has its own exam arrangements information sheet which sets out this detail.**
- The programme code check will identify at examination entry that this is a dual award, which will allow Doctoral College to communicate and facilitate any particular examination requirements to the team of examiners.
- Doctoral College Operations will check the programme specification for any specific exam requirements e.g. sequence of vivas
- Doctoral College Operations will email the Examiners, Graduate School, Director of PGR Studies, Supervisors and Programme lead to reconfirm the arrangements.
- The Examiners will be provided with a separate Dual Award additional information examination booklet.

Leeds Viva

- The Leeds viva will fall within the standard arrangements, as set out in the [Guide to the thesis examination process](#). The Leeds viva must be in English
- There may be requirements for the order of the Leeds viva and the partner viva. **Each Dual award has its own exam arrangements information sheet which sets out this detail.**

- The recommendations and outcomes available to the examiners after the viva fall within the standard University arrangements, as set out in the [Guide to the thesis examination process](#)

Leeds Examiners' Report

- Consideration of the examiners' report will follow the standard process as set out in the [Guide to the thesis examination process](#)

Leeds Corrections

- The internal examiner must confirm approval of any corrections to Doctoral College Operations, following the standard process as set out in the [Guide to the thesis examination process](#)

Leeds eThesis

- The PGR must upload a copy of their corrected thesis to White Rose Etheses Online, following the standard process as set out in the [Guide to the thesis examination process](#)

Leeds Pass List

- Leeds awards will be published following the standard process, as set out in the [Guide to the thesis examination process](#). Awards will be made once:
 - The examiners' report and recommendation has been approved by the Graduate Board's Progression and Examinations Group
 - Any corrections to the thesis have been confirmed
 - The final eThesis has been deposited in White Rose Etheses Online
 - There are no outstanding tuition fees
- It is not conditional that both awards must be granted at the same time - one partner can grant the award independently of the other. The Leeds award will be made following standard procedures.
- Doctoral College Operations will note on the Pass List this is a dual award
- Doctoral College Operations will record in Banner (SHAQPNO) the additional text needed for the DSS, which confirms this was a dual award delivered in partnership with [name of institution] and is reflected in two separate degree certificates.
- Doctoral College Operations will note for the Events and Graduation Team the additional information needed for the certificate, which confirms this was a dual award delivered in partnership with [name of institution] and is reflected in two separate degree certificates.

Doctoral College Operations
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