

Guide to the thesis examination process for Postgraduate Researchers (PGRs)

Including the requirements for the format and presentation of theses for research degrees

Leeds Trinity University Postgraduate Researchers

If you have any questions regarding the examination process and the presentation of your thesis please contact your supervisory team in the first instance, if your supervisor(s) are unable to answer your questions please contact the Research Administration Team via research@leedstrinity.ac.uk.

Contents

1.0 Introduction	4
2.0 Overview of the steps and timescales in the thesis examination process	5
3.0 Entering for examination	6
3.1 Examination Entry Arrangements.....	6
3.2 Nomination and appointment of Examiners	6
4.0 Preparing for submission and examination	7
4.1 Timescale for submission	7
4.2 The advice of your supervisor(s).....	7
4.3 Thesis preparation and viva workshops.....	8
For PGRs – preparing for your Video Streamed Viva using Teams.....	8
4.4 Mock viva.....	9
4.5 Assessment criteria used by the examiners	9
4.5.1 Criteria for the award of PhD.....	9
4.6 Supporting Disabled Postgraduate Researchers	10
4.7 Academic Integrity	10
5.0 Format and presentation requirements for the submitted thesis	11

Review date: RDSC 16 February 2023

1

UoL review date: October 2022 (v2)

5.1	Text	11
5.2	Pagination.....	11
5.3	Presentation of the title page	11
5.4	Second Page (Intellectual Property and Publication Statements)	12
5.5	Acknowledgements page.....	13
5.6	Abstract	14
5.7	Table of Contents and Lists of Tables and Illustrative Material	14
5.8	Abbreviations.....	14
5.9	Referencing Styles.....	14
5.10	Presentation of your name on the thesis.....	14
5.11	Inclusion of Supplementary Information with the thesis	15
5.12	Practice-led research degree submissions	15
5.13	Use of solely or jointly-authored publications within a thesis submission	15
5.14	Length of Thesis	15
5.16	Extensions to the maximum length of theses.....	16
6.0	Submitting your thesis for examination.....	17
6.1	Deadline for Submission	17
6.2	Process for submission.....	17
6.3	Dispatch of your thesis to your Examiners	18
6.4	Under examination registration status	18
6.5	Communication from the University during the examination period	18
7.0	The Oral Examination.....	18
7.1	The oral examination	18
7.2	Preparing for your oral examination	19
7.3	Arrangements for your oral examination	19
7.4	Format of the oral examination	19
7.5	Timescales for the examination	20
7.6	Attendance for the oral examination	20
7.7	Attendance of your Supervisor at the viva	21

7.8 Attendance of an independent chair	21
7.9 'Mitigating circumstances' for PGRs	21
8.0 The result of the examination	22
8.1 The outcome of the examination.....	22
8.1.1 In the case of PhD submissions the following recommendations are also available:.....	22
8.2 Award (without corrections)	22
8.3 Award subject to editorial and presentational corrections	22
8.4 Award subject to minor deficiencies.....	23
8.5 Referral for resubmission.....	23
8.6 MPhil award on a PhD submission	24
8.7 Fail.....	24
8.8 Advance and Support after your viva.....	24
8.9 Graduate Board's Examinations Group.....	26
9.0 Completing corrections to your thesis (after successful examination)	26
9.1 Correcting any presentational and editorial corrections or minor deficiencies.	26
9.2 Approval of your corrections by the Internal Examiner.....	26
9.3 Extensions to the correction periods	27
9.4 Failure to complete corrections to the satisfaction of the internal examiner ...	27
10.0 Submission of the final thesis (after examination)	28
10.2 When to upload your eThesis	28
10.3 What file format to upload as your eThesis	28
10.4 Thesis embargo arrangements	29
10.5 Deposit of research data and associated materials	30
10.6 Confirmation of eThesis upload and eThesis availability	31
10.7 Preparing a redacted eThesis (if required)	31
11.0 Award of your degree and graduation	32
11.1 Award of a research degree.....	32
11.2 Pass List	32
11.3 Graduation	32
11.4 Degree Certificate	32

Review date: RDSC 16 February 2023

3

UoL review date: October 2022 (v2)

11.6 Award statements	33
Annex I: Covid-19: Assessment of Learning Outcomes and Covid-19 Impact Statement.....	33
Covid-19 Guidance	33
Covid-19 Impact Statement.....	36

1.0 Introduction

This Guide is compiled by Doctoral College Operations (DCO). It gives details of the thesis examination process for Postgraduate Researchers (PGRs) from examination entry through to oral examination and award of the degree. It sets out the University's requirements for the format and presentation of theses and offers advice about the different stages of the process, possible outcomes and the steps to be followed. It covers theses submitted for examination for research degrees only. For other degrees where it is a requirement that dissertations/reports be submitted in a prescribed form, advice should be sought from your Supervisor(s) or DoPGRS.

Further support and advice about the research degree thesis examination process

- All PGRs should consult their supervisor(s) for appropriate guidance in preparation for their submission and examination (see section 4 of this Guide). A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors.
- You should, at an early stage in your candidature, ensure you are aware of the criteria for award for the research degree for which you are registered. This is the criteria that will be used by the examiners when examining the thesis. The requirements and learning outcomes for research degrees are provided in the [Ordinance, Regulations and Programmes of Study](#).
- A range of support is available to those nearing the completion of their research degree. Please see Section 4 of this Guide.
- Practice-led PGRs should also consult their [Faculty's practice-led protocol](#). This sets out specific information relating to the submission and assessment of practice-led research including the assessment of any live practice and the recording and format of the submission.
- Disabled postgraduate researchers, and their supervisors and examiners, can access a wide range of support [from Student Support and Wellbeing](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in your Learning Support Plan.

2.0 Overview of the steps and timescales in the thesis examination process

Well in advance of the date you intend to submit the thesis (at least 4 months)

- Begin thinking about the process for examination entry and discuss with your supervisor(s)
- Begin thinking about preparation for your submission and examination

At least 3 months before you intend to submit - Enter for Examination

- Complete the Examination Entry form. Your supervisor will approach Examiners. [The progression and examinations group](#) will consider recommendations for the examiners.

At the end of the standard period (but no later than the maximum time limit) – Submit your thesis

- You must submit one PDF copy of your thesis via email to rp_examinations@adm.leeds.ac.uk on or before your maximum time limit, bound copies are not required, ensuring that you copy research@leedstrinity.ac.uk in on your submission email.
- The UoL DCO makes your thesis available to examiners, normally within 10 working days of submission.

Within 3 months of your thesis being sent for examination - Attend for oral examination (viva)

- You must complete an [oral examination](#). The **Internal Examiner** makes the arrangements for this, normally within 3 months from receiving the thesis (6 months for MD).

Within 4 or 12 weeks of successful viva – Complete any minor corrections to your thesis (for other outcomes including referral/Fail please see section 6 of this document)

- The examiners will notify you of their recommendation after the viva
- The examiners must prepare their examiners' report, which is considered at the next [Progression and Examinations Group](#) meeting. The examiners' recommendation is subject to final approval by the Group.
- If you passed subject to editorial & presentational corrections or minor deficiencies you must begin corrections and return them to the Internal Examiner, normally by the 4/12 week deadline.

Within 1 month of completing any corrections - Deposit your final eThesis

- The final eThesis (including any approved required corrections) must be

uploaded to White Rose Etheses Online normally within 1 month after the internal examiner has approved your corrections. *From March 2020 a hard bound copy of the thesis is no longer required for award*

After deposit of eThesis & approval by the Progression & Examinations Group - Publication of Pass List

- Your name will be published on a pass list after deposit of the final thesis, confirmation from the internal examiner of any corrections, approval of the examiners' report by the Examinations Group and payment of any outstanding tuition fees to the University.

After your name has appeared on a pass list – Graduation and Certificates

- Further information about the arrangements for graduation and certificates can be found on the Leeds Trinity web pages or by contacting records@leedstrinity.ac.uk

3.0 Entering for examination

3.1 Examination Entry Arrangements

At least 3 months before you plan to submit your thesis for examination, you must enter for examination by completing the examination entry form. **Entry received less than 3 months prior to thesis submission may delay the dispatch of your thesis to the examiners and the viva/examination process.** Therefore you should start thinking about examination entry and discuss arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

3.2 Nomination and appointment of Examiners

Once you have completed your part of the examination entry form, it should be passed to your Lead supervisor so that they may approach intended examiners and complete the recommendations for the appointment of examiners. 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. PGRs 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 PGR Studies.

The Examination entry form is then passed to the Research Office Administration Team for checking and through to the Director of PGR Studies for approval before being submitted to DCO. The details are checked in DCO and the names of the recommended examiners are forwarded to the Progression and Examinations Group

of the Graduate Board. The final decision about the appointment of Examiners is made by the Progression and Examinations Group. You should allow at least 6-8 weeks from submission by the Research Office to the UoL for consideration by the Progression and Examinations Group.

4.0 Preparing for submission and examination

4.1 Timescale for submission

You should aim to submit your thesis within the standard period of study for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the end of the maximum period of study (the maximum time limit) for your programme, as governed by the University's regulations.

It is important that this deadline is adhered to and that you submit your thesis for examination on or before your maximum time limit for submission. Failure to submit your thesis by this deadline may lead to you being required to withdraw from your studies.

- If the current situation means that you are not going to be able to meet your deadline for submission, you can apply for an extension, and the University will consider requests sympathetically. Please discuss this with your supervisor(s) in the first instance

If other difficulties arise you must talk to your Supervisor(s) or the DoPGR as soon as possible for advice, otherwise you may seriously compromise your ability to complete your research degree successfully.

In some cases you may be able to submit your thesis early, before the end of your standard period of study. Early submission of the thesis can only be made where it is supported by your supervisor(s) and your Director of PGR Studies if: (a) the thesis is complete and ready for submission and (b) has been read by your supervisor in its entirety. There are limits to the length of the reduction that can be approved. Please see the [website](#) for further information and the process to be followed.

4.2 The advice of your supervisor(s)

PGRs are solely responsible for the decision to submit their work for examination. However, you should always seek advice from your supervisor(s) before submission and are strongly recommended not to submit against the advice of your supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded. You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission. Your

supervisor will read and comment on the whole of the draft thesis prior to submission, provided that it is submitted within a reasonable time.

PGRs must take responsibility for the work that they submit. The Graduate Board is clear that no PGR should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted.

You should also consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful, and if so, you should again consult your supervisors.

4.3 Thesis preparation and viva workshops

A range of support is available to those nearing the completion of their research degree. The Leeds Trinity University (LTU) RKEO provides a training course on “preparing for your viva” which guides you through the final stages of your research, thesis preparation and preparing for your viva. You will find information covering the format regulations for thesis, eThesis and copyright issues, the process to submission and the options open to examiners following the viva. This is available to PGRs at any time of the year through the RKEO (research@leedstrinity.ac.uk) and you should consult this for support and guidance as you near the thesis examination stage. There is a range of support information available through the [Library](#).

For PGRs – preparing for your Video Streamed Viva using Teams

It can, understandably, be an anxious time as you approach your final doctoral viva. If you are also unfamiliar with video streaming and you find you now have a video streamed viva, again understandably, this can add to the anxiety. Guidance on the Viva generally will be covered in the PGR training session “preparing for your viva” delivered once per semester. General guidance on how to video stream using MS Teams can be found on the MyLTU app and on MS Teams. To re-assure you, a large number of video streamed Vivas have now successfully taken place and we are also offering additional support.

In the case where your viva will be taking place by video streaming your supervisors will conduct your Mock Viva by the same medium. We are happy to provide further guidance on the minor procedural differences between undertaking the viva in person compared to video streaming. The primary adjustments made to accommodate viva's conducted online include:

- 1) Offering the candidate a break after each hour of the viva conducted.
- 2) An independent chair can be appointed, at the request of the PGR and supervisors, to ensure the viva is conducted in accordance with University of Leeds regulations for online vivas.
- 3) Implementation of any reasonable adjustments in the form of an Inclusion

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

Plan, as outlined by the Plan agreed through [Student Support & Wellbeing](#); these will be implemented and communicated to the external examiner ahead of time by the internal examiner.

If you have any further questions about completing your viva via MS Teams please contact the Research and Knowledge Exchange Office by email research@leedstrinity.ac.uk or the Director of Postgraduate Research, Prof Martin Barwood, m.barwood@leedstrinity.ac.uk

**Note that your supervisor should offer to do at least one mock viva with you. Our support here is offered in addition to any support from your supervisor.

4.4 Mock viva

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. The University provides all examiners with good practice advice on the conduct of the oral examination and you may also find it helpful to consult this [advice](#) when preparing for your viva.

4.5 Assessment criteria used by the examiners

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 when examining the thesis at the examination stage. The requirements and learning outcomes for research degrees are provided in the [Ordinance and Regulations and Programmes of Study](#). For example, to qualify for the award of the degree of Doctor of Philosophy (PhD):

4.5.1 Criteria for the award of PhD

To qualify for the award of the degree of PhD the student must meet the required learning outcomes for the degree and satisfy the examiners that their achievement is of sufficient merit and that their thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

- a) presenting a thesis or alternative form of thesis as prescribed by the Regulations on the subject of advanced study and research; and
- b) presenting for an oral examination and such other tests as the examiners may prescribe.

After the oral examination the examiners must produce a joint report which outlines their recommendation. You might find it helpful to look at the Examiners viva recommendation form which describes the criteria against which your examiners will be assessing your work.

For example, in the case of PhD (or other doctorate) the examiners are required to report to the University as follows:

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

Questions in the PhD (or other doctorate) examiners' report form

- 1) Briefly describe the nature and purpose of the PGR's research
- 2) Comment on the evidence of originality, with an indication of the nature of any such evidence
- 3) Comment on the evidence of independent critical ability, with an indication of the nature of any such evidence
- 4) Comment on the extent to which the thesis contains matter suitable for publication in appropriate peer reviewed journals or in other form as appropriate to the field of research
- 5) Comment on the written style and overall presentation of the thesis
- 6) Comment on the performance of the candidate in the oral examination

4.6 Supporting Disabled Postgraduate Researchers

PGRs, and their supervisors and examiners, can access a wide range of support from LTU [student support and wellbeing](#). The process for identifying and agreeing support and implementing an inclusion plan for the final oral examination (which is the responsibility of the internal examiner) is set out in a [separate document](#). This document, which is intended to provide a single point of reference for PGRs and staff in Student Health & Wellbeing, Schools/Faculties and DCO:

- Summarises the routine adjustments with clear precedents which can be accommodated without prior approval by the Progression & Examinations Group.
- Provides examples of adjustments which may be facilitated with prior approval by the Progression & Examinations Group, with a framework and timescale for consideration of these
- Summarises the support available to all PGRs in preparation for assessment.
- Provides examples of adjustments that can be made for an online final viva.

There are time limits for the examination and it is therefore important that the need for reasonable adjustments is identified well in advance of the viva process to allow due consideration to be given prior to examination as to what those reasonable adjustments might be. It is recommended that discussions about any reasonable adjustments for the examination should begin as part of the examination entry process (at least 3 months before thesis submission) which will be 4-6 months prior to the expected viva date.

4.7 Academic Integrity

All PGRs are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism. You must ensure that you have read and understood the rules on plagiarism. If you are in any doubt, you should consult your supervisor(s). The

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

University has [procedures for the investigation of allegations of plagiarism](#) identified in a thesis submission. Where the examiners suspect plagiarism within a thesis submission the matter must be immediately reported to the RKEO who will liaise with Doctoral College Operations. The oral examination will be postponed, pending investigation of the allegation (the procedure is set out in the full policy document). Any PGR guilty of plagiarism may be expelled from the University at any time, or have their award revoked.

⁴See under Complaints, Appeals and Disciplinary matters

5.0 Format and presentation requirements for the submitted thesis

The following requirements should be followed when preparing your thesis.

5.1 Text

The thesis must be written in English. (With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English). Theses must be presented in a clear, standard font of 11 to 12pt size. You should consult with your supervisor regarding any text/font conventions normally used in your discipline.

Text that is in upper case only or in which some letters are non-standard is not acceptable text must be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used). Margins at the binding edge must be not less than 40mm and other margins not less than 20mm.

5.2 Pagination

All pages must be numbered consecutively throughout including images and/or diagrams where possible. Page numbers must appear on each page, preferably at the top centre.

5.3 Presentation of the title page

The title page must give the following information

- a) The full-title of your thesis (and sub-title if any), as submitted at examination entry;
- b) Your full name, as held in the University's records, including all middle names.
- c) "Submitted in accordance with the requirements for the degree of" with the name of the relevant degree added in full afterwards;
- d) "The University of Leeds" followed by either;
 - the name of the School in which you were registered and supervised;

- or
- if you received formal supervision in two Schools (one of which was your parent registration School) you can include the names of both Schools if you wish; or
 - the name of the appropriate academic Centre or Unit in which the research was conducted (after permission has been obtained from the Director of PGR Studies in the School in which you were registered); or
 - in the case of research students registered at accredited institutions (Leeds Trinity) the "University of Leeds" followed by the name of the Institution together with the name of the school within the institution
- e) The Thesis must show the month and year that the thesis is submitted **for examination**.

You can find sample title pages on [website](#).

5.4 Second Page (Intellectual Property and Publication Statements)

The second page of the thesis should give the following information:

See the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#)

- (a) One of the following statements: either
- (i) **If there are no jointly authored publications** from the thesis:
The candidate confirms that the work submitted is his/her/their own and that appropriate credit has been given where reference has been made to the work of others.
 - (ii) **If there are jointly-authored publications** which have been used in the thesis:
The candidate confirms that the work submitted is his/her/their own, except where work which has formed part of jointly authored publications has been included. The contribution of the candidate and the other authors to this work has been explicitly indicated below. The candidate confirms that appropriate credit has been given within the thesis where reference has been made to the work of others.

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

[Student Education Service | University of Leeds](#)

You must then also include on this page of your thesis:

- details of which chapters are based on work from jointly authored publications;
 - details of the publications which have been used (e.g. title, names of authors, dates, journals etc.);
 - details of the work contained within these publications which is directly attributable to you; and details of the contributions of the other authors to the work. PGRs submitting an alternative style of doctoral thesis including published material must also include on this page a brief rationale for submitting the thesis in the alternative format and a brief summary of how the thesis has been put together
- (b) A statement as follows: *“This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement”* (see the [Intellectual Property Rights Policy](#).)
- (c) Optional - Assertion of moral rights. If you wish to assert your moral right to be identified as the author of the work insert the following:
- “The right of <your full name> to be identified as Author of this work has been asserted by*
- <your full name> in accordance with the Copyright, Designs and Patents Act 1988.”*

5.5 Acknowledgements page

This page should contain any acknowledgements to those who have assisted with your work, for example your supervisor(s), sponsor(s) etc.

Where you have worked as part of a team you should include a specific statement as follows: *“This research has been carried out by a team which has included (name the individuals). My own contributions, fully and explicitly indicated in the thesis, have been.....(please specify)”* The other members of the group and their contributions have been as follows: *(please specify)”*

Your acknowledgements page may include personal thanks to those who have supported you in your studies, but if choosing to include personal mentions please bear in mind that your final thesis will be deposited and [publicly available in White Rose Etheses Online](#).

5.6 Abstract

An abstract (summary) of the thesis of no more than 300 words should be included immediately after the acknowledgements page.

5.7 Table of Contents and Lists of Tables and Illustrative Material

The table of contents should immediately follow the abstract. It should list in sequence, with page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections, as appropriate, the bibliography and any appendices. Lists of tables and illustrations should follow the table of contents and should list, with page numbers, all tables, photographs, diagrams, etc., in the order in which they occur in the text.

5.8 Abbreviations

Where abbreviations are used, a key must be provided.

5.9 Referencing Styles

You must use an established referencing standard in your thesis (examples include Harvard or Numeric or other recognised referencing style used within a discipline). It is important that you familiarise yourself with the referencing conventions used in your subject area and you should seek further advice from your Supervisor(s) or Director of PGR Studies on employing the correct academic conventions for referencing and citing work within your discipline. You may find the information on the [Library website helpful](#).

5.10 Presentation of your name on the thesis

You must use your full, registered name on the title page of your thesis (including forename and all middle names) which are held in the University's records. If you wish to change your name in the University records please You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and you must use this registered name on the title page of your thesis.

If you wish to change your name from that used when you first registered with the University you must provide supporting evidence that the new name is valid. Such evidence includes a birth or marriage certificate, deed poll, etc. International PGRs must show their passports.

5.11 Inclusion of Supplementary Information with the thesis

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. You may send supporting supplementary data (or other material) alongside your thesis submission for examination. Where it is necessary to include supplementary data/information you will need to complete and send a [separate form](#) when you submit your thesis 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. There is no requirement for the examiners to refer to the supplementary data/information, although they may do so if they wish, and the thesis must stand alone and be intelligible and examinable without the supplementary data/information.

5.12 Practice-led research degree submissions

PGRs registered for a practice-led research degree must also consult the [Practice-led protocol](#). This sets out information relating to the submission and assessment of practice-led research degrees including the assessment of any live practice and the recording and format of the submission. The 'thesis' submission for examination will consist of a 'written submission' (in PDF format) along with a 'substantial body of 'creative practice'. The practice may be embedded within a single PDF thesis upload, or the practice may take the form of a separate additional electronic files (eg PDF, jpeg, mp3). If you have a very large file please consider providing a link to the file using OneDrive or SharePoint.

5.13 Use of solely or jointly-authored publications within a thesis submission

Further detail is given in the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#). Where work, which has formed part of a solely or jointly authored publication is to be included within a thesis you must declare your intention to use this work (and the contributions of each author in the case of jointly authored publications). This information will be provided to the examiners with the thesis. You must also send a copy of each publication alongside the PDF of your thesis. Publications should not be provided alongside the final, corrected. eThesis which is uploaded to WREO.

5.14 Length of Thesis

During the examination of your thesis your examiners will be considering both the quality and value of your work and the way in which you have chosen to present your review, results, arguments and conclusions. Your ability to express your findings in a clear and concise manner will be under examination and excessive length or too

discursive a style will be considered a weakness. Your supervisoris, of course, best placed to advise you on the desirable length and form of your submission within the University's limits.

The University expects that theses will normally not exceed the following maximum lengths.

MA, MSc, MSc(Eng) and MEd	30,000 words (100 pages)
MPhil	60,000 words (200 pages)
PhD (including Integrated PhD & Master)	100,000 words (300 pages)
EdD	55,000 words(185 pages)
DPaedDent/DClinDent	50,000 words (170 pages)
DHSC	50,000 words (170 pages)
MD	80,000 words (250 pages)
DClinPsychol	40,000 words (135 pages)

Practice-led PhD	A minimum word limit of 15,000 and a maximum work limit of 50,000
Practive-led MPhil	A minimum word limit of 10,000 and a maximum work limit of 30,000

Please note that the above limits include all appendices & footnotes but not bibliographies/reference lists. It should be noted that the maximum limits are not intended to be interpreted as a requirement for the length of the thesis and that in certain disciplines the thesis may be considerably shorter - you should seek further advice from your Supervisors or Director of PGR Studies.

5.16 Extensions to the maximum length of theses

It is accepted that in some disciplines it may be necessary to exceed the stipulated limit in individual cases. If you believe you cannot avoid exceeding the above maximum length, or the maximum length specified by your School, you should talk to your supervisor and then, if necessary, the Director of PGR Studies will seek approval from the Graduate Board for submission of a thesis which exceeds the stated limits. However, it remains open to the examiners to reach an academic judgement on the thesis as a whole and whether the additional length is justified or should be reduced as part of any corrections to the thesis. It is therefore in your own interests to consider the question of overall length during the initial stages of thesis preparation.

6.0 Submitting your thesis for examination

6.1 Deadline for Submission

You should aim to submit your thesis within the standard period of study for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the maximum time limit for your programme.

It is important that this deadline is adhered to and that you submit your thesis for examination on or before your maximum time limit for submission. Failure to submit your thesis by this deadline may lead to you being required to withdraw from your studies.

If difficulties arise you must talk to your supervisor(s) or DoPGRS as soon as possible for advice, otherwise you may compromise your ability to complete your research degree successfully.

Where the maximum time limit for submission falls on a day when the University is closed as a consequence of either a holiday period (for instance a Bank Holiday) or a weekend (Saturday or Sunday), the deadline for submission will be no later than the end of the next working day.

In some cases you may be able to submit your thesis early, before the end of your standard period of study. Early submission of the thesis can only be made where it is supported by your supervisor(s) and your Director of PGR Studies where: (a) the thesis is complete and ready for submission and (b) has been read by your supervisor in its entirety. There are limits to the length of the reduction that can be approved. Please see the [website](#) for further information and the process to be followed.

6.2 Process for submission

Theses must not be sent directly to the examiners, Leeds Trinity University PGRs must email a PDF copy of their thesis to the UoL via rp_examinations@adm.leeds.ac.uk and inform the Research Office that the thesis has been submitted to UoL research@leedstrinity.ac.uk.

You are solely responsible for the decision to submit your work for examination and for the thesis which is submitted. You must check your thesis thoroughly before you submit them for examination. Once you have submitted your thesis you cannot then subsequently change or amend it, even if you spot issues with the presentation or if you find that you mistakenly submitted a draft version. Substitute versions of theses, additional pages or supplementary material cannot be accepted after submission of the thesis, and these must not be sent directly to the examiners. This applies in all cases, irrespective of whether the thesis was submitted for examination on or before the maximum time limit for submission.

6.3 Dispatch of your thesis to your Examiners

Leeds Trinity University PGRs only

Your thesis will be made available to your Examiners normally within 10 working days of submission (if your examination entry has been approved by the Examinations Group).

An email will be sent from UoL examinations team with your thesis attached and will include advice about the next stages in the process.

6.4 Under examination registration status

PGRs who have submitted their thesis are classed as registered whilst under examination normally for up to 6 months whilst awaiting oral examination. There is no charge for this. This will ensure that you are able to make use of facilities whilst preparing for the oral examination and also for a short period after examination when you may be required to make minor amendments or correct stated minor deficiencies to your thesis. It will also assist with preparation of papers for publication.

The arrangements for this will be made at the time of thesis submission. If there is a delay in your examination which means you need access for longer than 6 months please contact the LTU Research Office research@leedstrinity.ac.uk

PGRs who have submitted their thesis are classed as registered whilst awaiting examination for up to 6 months whilst awaiting oral examination and are provided with a student ID card solely for the purpose of using the facilities whilst preparing for their viva. During this period, PGRs are not classed as either full/part-time or overtime and will not therefore qualify for Council Tax exemption during this period.

6.5 Communication from the University during the examination period

Email notifications will be sent from the Research Office at various stages in the process. These will be sent to your University IT email account only. **You must** check this account regularly.

7.0 The Oral Examination

7.1 The oral examination

All PGRs are required to complete an oral examination also known as a viva. The oral examination is an important part of the examination process. The purpose of the oral examination is to ensure that the work submitted for examination reaches the University standards for the degree, that you have written the work submitted and that you understand the work you have submitted.

The examination must be conducted in English. The University does not have specific regulations regarding the length of the oral examination or what should be discussed with you (the University does provide all examiners with good practice advice on the conduct of the oral examination). Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied, e.g. for a Doctoral degrees evidence of originality and independent critical ability is required and, where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met. Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

The recording of the viva by any party is not permitted.

7.2 Preparing for your oral examination

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. Section 4 of this document outlines a number of sources of advice in preparation for your oral examination, including the [training opportunities](#) for postgraduate researchers available.

7.3 Arrangements for your oral examination

Once the examiners have received your thesis they are asked to accept a timescale of 3 months in which to complete the oral examination. Detailed arrangements for the oral examination, are made by the Internal Examiner. The Examiners are expected to take account of known religious observances and implement any learning support plan needs when arranging the oral examination; these can be communicated to the PGR and supervisors prior to the viva taking place. The UoL DCO does not make these arrangements.

7.4 Format of the oral examination

There are three possible models for a viva;

- Fully in person (all parties together on campus for a face-to-face viva)
- Fully remote (all parties to complete the viva via Microsoft Teams)
- Hybrid (some parties are face to face whilst other in the meeting are video streaming). This could include the PGR and internal examiner being co-located on Campus, with the external examiner joining via video-streaming or the examiners being co-located with the PGR joining via video-streaming (and supervisor if attending and/or independent Chair if appointed)

The [video-streamed viva policy](#) gives further advice on agreeing the format of the viva. The internal examiner is responsible for making the arrangements for the oral examination and must contact the external examiner, the PGR and the Independent Chair (if appointed) to arrange a date, time and venue (or online platform) for the examination.

7.5 Timescales for the examination

PGRs must bear in mind that the examination of theses can take some time. **You should plan for a period of around 6 months from the date of submission.** Your thesis will be sent to your Examiners normally within 10 working days of submission, providing that your thesis meets the University's requirements and your examination entry has been approved by the Progression and Examinations Group. If DCO has only recently received your exam entry form (or your form has not yet been received) there will be a delay in sending your thesis out which may delay arrangements for your viva.

Once the examiners have received your thesis they are asked to accept a timescale of 3 months in which to complete the oral examination. If you are successful in the examination, there could be a further period after this when you will be required to undertake minor corrections to the thesis (up to 12 weeks).

7.6 Attendance for the oral examination

The University requires all PGRs to complete an oral examination. No award of a research degree can be considered unless the oral examination is completed.

It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners (6 months in the case of MD candidates). If circumstances arise which prevent you from attending your oral examination, you must provide a valid reason supported by documentary evidence (for example a medical note in the case of illness). Cases will be considered by the Director of Postgraduate Research Studies in consultation with the Graduate Boards Progression and Examinations Group. If you are able to provide a substantiated valid reason for your unavailability/absence permission may be given to delay, postpone or re-schedule an oral examination. However, if you are unable to provide a substantiated valid reason, this may result in you being withdrawn from the University with no further opportunity to complete the oral examination.

No PGR will be granted a period of postponement to the oral examination of more than 12 months from the date the thesis is sent out to the examiners (15 months in the case of MD). However, if you would prefer to postpone a video-streamed viva until a face to face examination can be arranged please talk to the DoPGRS.

7.7 Attendance of your Supervisor at the viva

You may invite one of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the examination and takes no part in the academic judgement and the decision making process. They must leave after the examination (along with you) so the examiners can discuss their recommendation. Those present at the examination will be the PGR, the external examiner(s), the internal examiner(s), the independent chair (if appointed) and one of the supervisors (as an observer if it is decided that they should be present).

If you have more than one supervisor, only one supervisor is permitted to attend the examination. If they are not going to be present as an observer the supervisor (or appropriate individual e.g. Director of PGR Studies or Advisor) is required to be available for contact if necessary (contactable by telephone is acceptable).

7.8 Attendance of an independent chair

In some circumstances an independent chair may be appointed. The role of the independent chair is to ensure that the examination is conducted in accordance with University regulations. The independent chair is not expected to be an expert in the subject area, although they should be from a cognate discipline and is not expected to read the thesis or play a role in academic examination or question the candidate on the work being examined at the oral examination.

7.9 'Mitigating circumstances' for PGRs

For postgraduate researchers, the Graduate Board accommodates 'mitigating circumstances' by considering a period of suspension or extension of study which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination. To be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. Any mitigating circumstances which may have affected the PGR during their period of study should not be taken into account as part of the assessment of the thesis and should never lead the examiners to award a research degree where the work is not felt to be of the appropriate standard. However such factors might be taken into account when determining whether any reasonable adjustments to the examination process should be considered, for example the case of a disability, or in terms of what support may be needed in order to complete any amendments to the thesis after the examination.

8.0 The result of the examination

8.1 The outcome of the examination

The result of the examination should be given informally to you, normally after the oral examination (This must be within 24 hours of completion of the oral examination). **You will be given one** of the following recommendations based on the assessment of the written thesis and the performance in the viva: Mastership by Research and MPhil degrees may be awarded with distinction; this is not possible with other research degrees. However, where examiners identify doctoral candidates who have submitted an excellent thesis a recommendation can be made by the examiners for a letter recognising this outstanding achievement from the Dean of the Leeds Doctoral College.

- a) that the degree be awarded (without corrections)
- b) that the degree be awarded subject to editorial and presentational corrections
- c) that the degree be awarded subject to the correction of minor deficiencies
- d) that the thesis be referred for resubmission
- e) that no research degree be awarded

8.1.1 In the case of PhD submissions the following recommendations are also available:

- a) that the degree of MPhil be awarded (without corrections)
- b) that the degree of MPhil be awarded subject to editorial & presentational corrections
- c) that the degree of MPhil be awarded subject to the correction of minor deficiencies
- d) that the thesis be referred for resubmission for the degree of MPhil

8.2 Award (without corrections)

An award without corrections means that you have met the learning outcomes, and the thesis satisfies the requirements for award and does not require any alterations. You must now upload a copy of your pdf 'eThesis' to White Rose Etheses Online within 1 month of your oral examination (see sections 8 and 9 of this Guide). You can find advice on how to upload your eThesis on the [Library website](#).

8.3 Award subject to editorial and presentational corrections

An award subject to editorial and presentational corrections means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain minor editorial

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

errors (e.g. trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other 'signpost' material for the sake of clarity). Your examiners will advise you of the corrections that are needed to your thesis and you should begin work on these immediately.

You will not receive these details from DCO. Your corrections must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections you must upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections to rp-examinations@adm.leeds.ac.uk Please see sections 8 and 9 of this Guide for further advice on final thesis submission.

Leeds Trinity University PGRs only

The Research office will advise you on the next steps in the process once your corrections have been approved.

8.4 Award subject to minor deficiencies

An award subject to minor deficiencies means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain deficiencies which are genuinely minor in nature (e.g. rewriting of sections, correcting calculations or clarifying arguments and the correction of minor typographical errors).

Your internal examiner will advise you in writing (normally within 1 working day of the viva) of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from DCO. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections you must then upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections. You can find advice on how to upload your eThesis on the [Library website](#). Please see sections 8 and 9 of this Guide.

Leeds Trinity University PGRs only

The Research office will advise you on the next steps in the process once your corrections have been approved.

8.5 Referral for resubmission

The decision to "refer" a thesis is normally interpreted as signifying that, although the thesis is potentially of a standard to merit the award of the degree concerned it does not, at this stage, satisfy the requirements for award and certain sections and/or aspects of the thesis are in need of alteration and improvement and a re-examination of the work will be required. A thesis may also be referred in circumstances where the

PGR does not completely satisfy the examiners through their performance at the oral examination that the award of the degree is justified at this stage.

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. The examiners will prepare “Notes for Guidance” which will set out what needs to be done in order for the thesis to reach the standards required for the award of the degree.

The examiners’ report and notes for guidance must be submitted to DCO for scrutiny by Examinations Group. For referred PGRs, the report and notes for guidance do not have to wait for a full meeting of the Group and are considered on a continuous basis between meetings. DCO aim to send you your report and notes for guidance within a period of 6 weeks of receipt of the report and notes for guidance but if for any reason it will not be possible to meet this timescale you will be kept informed. The examiners’ report and their notes for guidance will be issued to you by DCO after approval by the Examinations Group with details of how to resubmit for re-examination. Supervisors are not permitted to issue informal notes for guidance and any advice given at the time of the viva or immediately after, is informal.

8.6 MPhil award on a PhD submission

This recommendation applies to those PhD PGRs who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil. The examiners’ report will provide reasons why this decision has been reached and this will be sent to you by DCO after approval by the Examinations Group.

8.7 Fail

If the examiners’ recommend that the thesis be failed there is no further opportunity to revise and submit the work. In their report the examiners must clearly explain their reasons for not recommending the award of a degree and this will be sent to you by Doctoral College Operations after approval by the progression and Examinations Group. You may also request a copy of the examiners’ preliminary reports.

PGRs may appeal against a decision not to award a research degree. The procedures can be found on the [website](#)

PGRs seeking advice and support in the preparation of an appeal may contact the [Leeds Trinity University Student Union](#) where staff are available to provide guidance.

8.8 Advance and Support after your viva

We understand that in some cases you may be disappointed by the outcome of your examination, and that you may have a number of questions. There are a number of sources of support and information that will be available to you, both immediately after the viva and in the days and weeks that follow.

Review date: RDSC 16 February 2023

UoL review date: October 2022 (v2)

- We would strongly encourage you to talk to your supervisor(s), Director of PGR Studies who will be happy to meet with you to discuss the next steps in the process and can signpost you to sources of support and information.
- If you are considering an appeal we would strongly encourage you to seek independent advice and support from either [LTSU](#) or from the [Leeds University Union Student Advice Centre](#)
- If you are studying in the UK on a sponsored visa we recommend that you contact records@leedstrinity.ac.uk for advice.
- Once the examination has completed you should not contact your examiners further, even if you have questions about the outcome of your examination. If you have questions we would strongly encourage you to talk to your supervisor(s) or Director of PGR Studies.

There are a number of steps in the process before you receive the formal outcome of your examination from the University.

- Your examiners will normally have informally told you the outcome of your examination and will probably also given you some informal (verbal) feedback on why they have reached this decision.
- After the examination, your examiners must submit a report to the University (via the LTU research & knowledge exchange office) which explains the outcome and reasons for their decision. This report must be reviewed by the Director of PGR studies who will then liaise with the RKE office. The RKEO will submit the reports to the University of Leeds Doctoral College, Progression and Examination Team.
- The internal examiner will advise you of the corrections deadline.

Postgraduate Researchers may appeal against an adverse academic decision using the university's appeal procedures. A copy of the procedure can be found on the [Student Cases website](#)

- You must submit your appeal to the University within 20 working days of the date of the formal outcome notification.
- If you are considering an appeal against the outcome, we would strongly encourage you to seek independent advice from the LTUS.
- Unfortunately, Supervisor(s), DoPGRS and RKEO cannot answer any questions that you have relating to your appeal, including its progress, however they are still there to help support you with other matters related to your research candidature.

8.9 Graduate Board's Examinations Group

After the viva the examiners must produce a joint report which outlines their recommendation. The recommendation of the examiners is subject to confirmation by the Graduate Board's Examinations Group. In some cases the Group may request further information from your examiners before giving final approval to the report.

9.0 Completing corrections to your thesis (after successful examination)

9.1 Correcting any presentational and editorial corrections or minor deficiencies

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard such that the criteria for award have been met.

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 normal time period (4 weeks for editorial & presentational corrections & 12 weeks for minor deficiencies). Individual pages of the thesis must be fully corrected and it is not possible to simply provide an errata page. You must also ensure that the thesis abstract remains appropriate.

You are advised to consult with your Supervisor(s) 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. PGRs working on corrections may still have contact with their supervisor and must continue to attend to the satisfaction of their School.

9.2 Approval of your corrections by the Internal Examiner

Once the corrections have been completed you must submit these to your internal examiner for checking. The external examiner must be consulted on the corrections if they wish. To assist in the process of checking and approving the corrections it is

expected that you will provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer.

Once your internal examiner has approved the corrections they should notify LTU Research Office research@leedstrinity.ac.uk and the Research Office will liaise with the Doctoral College Operations by email to rp_examinations@adm.leeds.ac.uk

At this point you will receive notification via email from the Research Office on the next steps in the process, you can then prepare your final eThesis and upload this to White Rose Etheses Online (see [Section 9](#)). Once your internal examiner has approved the corrections to your thesis and you have received notification from the LTU Research Office you should go ahead and arrange for the upload of your eThesis to White Rose Etheses Online

9.3 Extensions to the correction periods

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline please talk to your Supervisors and the DoPGR.

The University does not prescribe whether a PGR is expected to work full-time on their corrections, or a number of hours per day, as it is acknowledged that at this point in their candidature many PGRs will already have taken up other responsibilities and commitments. In keeping with this, the Graduate Board's Examinations Group will consider a short extension to the correction deadline if PGRs experience difficulties during the correction period and need extra time because of, for example, illness, work or family commitments.

9.4 Failure to complete corrections to the satisfaction of the internal examiner

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard such that all the criteria for award have been met. If the corrections are not completed satisfactorily, it will be deemed that the PGR has not complied with the requirements for award.

Normally only one attempt at the corrections is permitted and it is expected that the corrections will be carried out to a satisfactory standard on the first attempt.

If after checking the corrections, the internal examiner is of the view that not all of the required corrections have been carried out to a satisfactory standard, exceptional permission will be required from the Progression and Examinations Group to allow

for a further correction period to address any outstanding corrections and allow for the conditions for award to be fully met. A case must be made by the Director of PGR Studies for consideration by the Progression and Examinations Group.

Normally only one additional correction period and attempt at the corrections will be permitted. The period allowed will not normally exceed one-month. If after this period the internal examiner is still not satisfied with the corrections carried out to the thesis it will be deemed that the PGR has not complied with the requirements for award and the candidature will come to an end with no research degree awarded. All cases must be considered by the Progression and Examinations Group.

10.0 Submission of the final thesis (after examination)

From March 2020, the University has withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree.

All PGRs must submit their successful thesis for retention in the University Library. You will need to upload your final, corrected thesis to [White Rose eTheses Online](#). You can find a step-by-step walk through of the deposit process on the [UoL Library website](#). You will need to create an account and register (please use your full legal name as held in the University's registration records, including forename and all middle names) if the name you enter does not correspond with that which appears in University records (and on the pass list) it will be amended in the WREO/library records to correspond with the pass list.

10.2 When to upload your eThesis

You should only upload the final, corrected version of your eThesis normally within one month of your internal examiner approving the correction of any editorial and presentational corrections or minor deficiencies to your thesis. If there were no corrections required the deadline for deposit is normally within one month of the viva. *The LTU Research office will advise you via email when to upload your thesis, do not upload your eThesis until you receive this confirmation email.*

10.3 What file format to upload as your eThesis

One complete PDF eThesis file MUST be supplied as follows:

- This must be a single PDF file exactly replicating the content 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 by the user should be the title page of the thesis.

- The thesis should be given a standard filename: Surname & initials, school, degree, year of submission, for example: Smith_ABC_Chemistry_PhD_2020.PDF. The filename will be visible to anyone accessing your eThesis. For this reason it is important that you follow the filename format and do not include other information (e.g. your student ID number) in the filename.
- If you are a practice-led researcher you must upload both the written commentary (as a PSDF) and any practical material in appropriate electronic files (pdf, jpeg, mp3)

A PDF must be supplied in all cases, to fulfil the requirements for the award of your degree and is in the version that will be made live and accessible in WREO after any embargo period. 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) in addition to the PDF.

10.4 Thesis embargo arrangements

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. Access to the full thesis can normally be restricted for one, two, three, or five years where;

- The thesis includes confidential or politically sensitive information.
- The thesis includes commercially sensitive information.
- There is a journal article, monograph or other publication from the thesis pending.

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(s). A case must be made by the DoPGRS to the UoL Doctoral College Operations. All requests will be considered by the Progression and Examination Group.

Decision on whether an embargo is required and how long is appropriate should be taken in consultation with your supervisor(s). Therefore, before you upload your eThesis you must discuss the retention arrangements with your supervisor(s) so you can agree whether to embargo your thesis from immediate publication. This could be particularly important if your research has been carried out as part of a research group and you must therefore discuss these matters with your supervisor(s) before you upload your thesis. Some commercial sponsors may also require that restrictions be placed upon access to the thesis. Publisher policies do vary, and in the case of a publication pending you should check directly whether an embargo is necessary and agree arrangements with your supervisor.

Review date: RDSC 16 February 2023

29

UoL review date: October 2022 (v2)

If you were UKRI funded, please refer to their Terms and Conditions for advice on embargo periods. In accordance with the terms and conditions for funding, the full text version of the thesis should be available within a maximum of 12 months following award. UKRI recognise that commercial, collaborative or publication arrangements may necessitate a slight delay, however expect the thesis to be available as soon as possible. Please see the [Terms and conditions for training funding – UKRI](#) for further advice. A case for embargo periods exceeding 12 months for UKRI funded PGRs should be forwarded by the Supervisor to the DoPGRS before being sent to Doctoral College Operations team for further consideration. All requests will be considered by the Progression and Examinations Group. Consultation with the Scholarships Manager may be required.

As part of the eThesis upload process you will be asked to specify any embargo that has been agreed with your supervisor. Email confirmation will be sent to you, your Supervisor and DCO. Your Supervisor is asked to inform DCO if any change is required to the embargo period you selected and may require the embargo period to be increased or reduced. Please ensure that you add the names of your supervisor(s) and their email address(es) so that they receive a copy of the email confirming the upload of the eThesis and the embargo information selected.

It is your responsibility to contact the Library before the end of the embargo period if you wish to change the period of embargo (either to lift this early or to extend the period). You should contact your Supervisor to discuss and agree any change to the embargo period. If agreed, you can then contact the Library to ask for the change to be made. As part of the eThesis upload process you will also be asked to indicate a Creative Commons Licence for your work. Please consult the [Library website](#) for further advice.

10.5 Deposit of research data and associated materials

You should regularly review your data management plan with your Supervisor. Where applicable, be aware of any data sharing expectations from your research funder. Assess what 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 should agree arrangements with your Supervisor before you leave the University.** Information on research data management, including good practice when handling sensitive data, is available on the [Research Data Leeds website](#). In addition, 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

10.6 Confirmation of eThesis upload and eThesis availability

Once the upload process has been completed you will receive confirmation via email. This will also be sent to your supervisor and DCO. Your Supervisor may, if necessary, contact DCO to amend the embargo period which has been applied. The uploaded file will not go live until after your degree has been awarded and your name has appeared on a pass list. However, if you have placed an embargo on access to your thesis then the eThesis will not go live until after the embargo has expired. If an embargo is placed on the thesis, certain data will still be visible in the University Library catalogue and in WREO, including your name, thesis title and the abstract of your thesis. However, the full text of your thesis will not be accessible until after the expiry of the embargo period. If you wish to restrict access to the full abstract during the embargo period, you may also provide a revised abstract to be made available during this period. After the embargo period the eThesis will automatically be released and will be available for access.

In exceptional cases, it may be necessary to hide all details about a thesis from public view, including your name, thesis title and abstract. If you think this might be necessary, you should consult with your Supervisor before you upload your eThesis so that the matter can be raised with your DoPGRS. A case must be made by your DoPGRS to be considered by the Progression and Examinations Group

10.7 Preparing a redacted eThesis (if required)

Please consult the [Library website](#) for advice on using copyrighted material in your thesis and publishing material from your thesis. You can also contact copyright@leeds.ac.uk. You are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of your thesis. If you have not been able to obtain the permission of the copyright holder (e.g. where no response is received or because it would be too expensive), you will need to prepare two versions of your eThesis as follows:

- *eThesis 1*: A 'complete eThesis' – a single file including the final, corrected content of your thesis (as approved by your examiners)
- *eThesis 2*: If supported by your school, a "redacted eThesis" with any third party copyright material redacted (removed or obscured) 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, a placeholder should be included to retain pagination of the original document. |A complete eThesis file MUST still be supplied but will not be made available online. At the end of any embargo period placed on the thesis only the redacted eThesis will be made available for access.

11.0 Award of your degree and graduation

11.1 Award of a research degree

Your research degree can be awarded, and your name included on a pass list once all the following conditions have been met.

- Your examiners' report has been approved by the Progression and Examinations Group.
- DCO has received confirmation from the LTU research office that the internal examiner is satisfied with any corrections
- You have deposited the full text version of your eThesis in WREO.
- 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 staff in Doctoral College Operations have no discretion in these matters.

Please remember to return any borrowed equipment and Library books etc

11.2 Pass List

Pass Lists are normally produced weekly. Once your name has appeared on a pass list you will receive an email from the Leeds Trinity University Research Office to your LTU email address confirming that the award of your degree has been made. (Please note that pass lists are not 'published', and are used for internal University award purposes only).

11.3 Graduation

Leeds Trinity PGRs are normally invited to attend ceremonies on Campus, you will receive an email from student administration regarding the graduation ceremonies. If you have any queries regarding graduation please email records@leedstrinity.ac.uk

11.4 Degree Certificate

The University provides each successful PGR with one original copy only of the certificate bearing their full name according to University records on the date on which their degree was awarded (the date of the Graduate Board's Programmes and Examinations Group meeting). The date of award which appears on the final degree certificate is the date of the Programmes and Examination Group meeting at which the report and recommendation of the examiners' report was considered and approved. If you have any questions regarding receipt of your certificate please contact LTU student administration via records@leedstrinity.ac.uk

11.6 Award statements

After your name has appeared on a Pass List, if you require evidence of your award 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 and date of award. At the current time statements can take up to 4 weeks to process (please note that if you apply for a statement before your name has appeared on a pass list the 4 week period will begin from the date of publication of the pass list). Statements are provided free of charge for the first 3 months after your name has appeared on a passlist. Requests can be made to the thesis examination section (rp_examinations@adm.leeds.ac.uk). After 3 months, statements should be ordered through the University's [Online Store](#) and there is a small charge.

Annex I: Covid-19: Assessment of Learning Outcomes and Covid-19 Impact Statement

Covid-19 Guidance

The University has prepared the following guidance for PGRs, Supervisors and Examiners on the assessment of learning outcomes. The Quality Assurance Agency for Higher Education (QAA) has produced advice on [Doctoral Standards for](#)

[Research Students and Supervisors](#) which it may be helpful to read in conjunction with this guidance.

It is recognised that in some cases the research plans, and the thesis submission, may have to change from what was originally intended. This might include changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project. However, the **quality** of the thesis is expected to be equivalent to that produced at other times. The Learning Outcomes and criteria for award are unchanged. Flexibility may be considered, if appropriate, on the **quantity** of material expected in the thesis, whilst ensuring that the quality of the submission is preserved, and that the examiners still have a sufficient body of research to assess that the criteria for award and [learning outcomes](#) have been met. This may not always be easily quantifiable, but Supervisors, in consultation with Directors of PGR Studies and Heads of Graduate Schools, are encouraged to consider how best to interpret this for their disciplines. The [Regulations to Ordinance X, and the Programme of Study entries](#), set down the normal maximum length for each thesis submission, but the University does not specify a minimum length for any of its research degrees. The maximum limits are not intended to be interpreted as a requirement for the length of a thesis, and in certain disciplines this may normally be considerably shorter.

PGRs are invited to submit a Covid-19 impact statement alongside their thesis²⁵, which describes any impact of Covid-19 on their research plans and thesis submission and what changes to the research project design/plans had to be made therefore, for example:

- a. How the Covid-19 pandemic impacted the research project.
- b. What steps were taken to mitigate against the disruption.
- c. Any decisions taken to change direction or focus, or re-design the research plans in response to Covid-19.

The impact statement will be shared with the examiners with the thesis submission. Examiners will be asked to consider this statement, and to be flexible in considering how a PGR may demonstrate they have met the learning outcomes and what constitutes such evidence. Examiners should be sympathetic to any Covid-19 related circumstances that may have impacted the research or necessitated a change of direction or emphasis from that which may originally have been planned, whilst still ensuring that learning outcomes for each award have been met, based on the quality of the thesis submission and the PGR's defence in the oral examination. Examiners are invited to include comments in relation to a Covid-19 impact statement provided by the PGR in the relevant section of the joint report form. A PGR may have used the impact statement to document how their ability to work was affected during the pandemic due to academic or personal circumstances²⁶. In some cases, adjustments to individual research projects may have been needed to enable PGRs to complete to their original timetable. Any changes needed to the scope of emphasis of the

Review date: RDSC 16 February 2023

34

UoL review date: October 2022 (v2)

project will be described in the statement and should be considered in accordance with the guidance above. In other cases, these mitigating circumstances will have been dealt with by additional support and time (via a suspension or extension of studies) prior to submission of the thesis, to allow more time to complete the original project plans.

The University has an established position on mitigating circumstances which is set out in this document. Any mitigating circumstances which may have affected the PGR during their period of study should never lead the examiners to award a research where the work is not felt to be of the appropriate standard. To be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. While the thesis may be shorter or contain fewer case studies than might otherwise be expected as a result of the difficulties encountered, it should still meet the criteria for award.

The focus should be on the **quality** of the thesis submission, together with the PGR's defence in the oral examination. In the case of doctoral awards, for example, the examiners will be expected to reach an academic judgement on whether there is a sufficient quality – and quantity – of original research, with the appropriate rigour of analysis and independent critical ability and matter suitable for publication to have met the learning outcomes for award. In considering 'matter suitable for publication' at doctoral level, the expectation is that the thesis will contain original work which is of publishable quality in appropriate, peer-reviewed journals (or publication in other form as appropriate for the field of research). When commenting on the extent to which the thesis contains matter suitable for publication, Examiners are invited to comment on work which has already been published and/or may comment on parts of the thesis which could form the basis of an appropriate publication following some reworking.

Recommendations for award ultimately remain an academic judgement for the appointed examiners. All recommendations for award are considered at the next meeting of the Graduate Board's Progression and Examinations Group. The Graduate Board has delegated authority to the Progression and Examinations Group to ratify examination results and award research degrees, subject to it being satisfied that the criteria for the award of the degree have been met.

Doctoral College & Operations (Progression and Examination)

Covid-19 Impact Statement

The University recognises that there will be some situations where progress will have been affected by the Covid-19 pandemic. In some cases, there may have been an impact on the research project to such an extent that adjustments needed to be made to a PGR's individual research plans. This might include changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project

PGRs are invited to upload alongside their thesis an impact statement which describes any impact of Covid-19 on their research plans and thesis submission. This document will be shared with the Examiners. PGRs are reminded that the statement will be shared with the internal and external examiner(s) and are strongly encouraged not to include personal or sensitive information in their statement. The statement should instead focus on the impact of the pandemic on their research project and any changes required in response to this.

Statements can be accepted after thesis submission but examiners may not be able to take the statement into consideration if they receive it too close to the date of the viva.

Name of PGR	
--------------------	--

Please use the sections below to describe any impact of Covid-19 on your research project. Your statement should focus on how your research project was impacted and any changes you had to make as a consequence e.g. changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project.

How the Covid-19 pandemic impacted the original research project plans.	
What Steps were taken to mitigate against the disruption.	
Any decisions taken to change direction or focus, or re-design the research plans in response to Covid-19	
PGR Signature/Authorisation	
Supervisor Signature/Authorisation	

