

**2019 - 2020**

**Contents**

[1 Accessibility Statement 4](#_Toc19175621)

[2 Policies 5](#_Toc19175622)

[2.1 Code of Practice for Research Degree Candidatures 5](#_Toc19175623)

[2.2 The Leeds Partnership 5](#_Toc19175624)

[2.3 Other policies, formal regulations and guides 6](#_Toc19175625)

[3 Getting Started 7](#_Toc19175626)

[3.1 Foreword by the Dean of the Doctoral College 7](#_Toc19175627)

[3.2 Introduction 8](#_Toc19175628)

[3.3 Interactive campus map 8](#_Toc19175629)

[3.4 Term Dates 8](#_Toc19175630)

[3.5 Emergency Information 9](#_Toc19175631)

[3.6 Glossary/frequently used terminology 9](#_Toc19175632)

[3.7 PGRs at Leeds 11](#_Toc19175633)

[3.8 Faculty and School Structure 12](#_Toc19175634)

[3.9 Key staff 12](#_Toc19175635)

[3.10 Faculty and School PGR facilities 13](#_Toc19175636)

[3.11 Induction 13](#_Toc19175637)

[3.12 Doctoral College Operations 13](#_Toc19175638)

[3.13 Doctoral College Minerva Organisation 14](#_Toc19175639)

[3.14 Graduate Record of Achievement and Development (GRAD) 16](#_Toc19175640)

[3.15 Training Opportunities 16](#_Toc19175641)

[3.16 Language Support 16](#_Toc19175642)

[3.17 IT 17](#_Toc19175643)

[3.18 Library 18](#_Toc19175644)

[3.19 Support and wellbeing 18](#_Toc19175645)

[3.20 Leeds University Union (LUU) 20](#_Toc19175646)

[3.21 Sport and Physical Activity 21](#_Toc19175647)

[3.22 Careers Centre 21](#_Toc19175648)

[3.23 Communication 21](#_Toc19175649)

[3.24 Leeds Student Medical Practice 22](#_Toc19175650)

[4 Registration, Fees and Student Records 23](#_Toc19175651)

[4.1 Registration 23](#_Toc19175652)

[4.2 Visas 23](#_Toc19175653)

[4.3 Payment of academic fees 23](#_Toc19175654)

[4.4 Duration of studies and overtime fee 23](#_Toc19175655)

[4.5 Registration certificates 24](#_Toc19175656)

[4.6 Council tax 24](#_Toc19175657)

[4.7 After thesis submission and viva 24](#_Toc19175658)

[5 Doing the Research 25](#_Toc19175659)

[5.1 Supervision 25](#_Toc19175660)

[5.2 Research Practice 26](#_Toc19175661)

[5.3 Ethics approval 26](#_Toc19175662)

[5.4 Funding/Scholarships 26](#_Toc19175663)

[5.5 Fieldwork 27](#_Toc19175664)

[5.6 PGR Community 27](#_Toc19175665)

[5.7 Extra Support: pregnancies, parenting or caring responsibilities, disabilities 28](#_Toc19175666)

[5.8 Holiday entitlement 29](#_Toc19175667)

[5.9 Work outside a research degree programme 29](#_Toc19175668)

[6 Making Changes 30](#_Toc19175669)

[6.1 Advice 30](#_Toc19175670)

[6.2 Dissatisfaction with your studies 30](#_Toc19175671)

[6.3 Changing Supervisors 30](#_Toc19175672)

[6.4 Suspension and Extension of studies 30](#_Toc19175673)

[6.5 Unsatisfactory Academic Progress Procedure 32](#_Toc19175674)

[6.6 Visa Extensions 32](#_Toc19175675)

[6.7 Change of name 32](#_Toc19175676)

[6.8 Change of address 32](#_Toc19175677)

[6.9 Leaving the University early 33](#_Toc19175678)

[7 Assessment 34](#_Toc19175679)

[7.1 Progress Monitoring 34](#_Toc19175680)

[7.2 First Formal Progress Review (FFPR) 34](#_Toc19175681)

[7.3 Transfer Assessment 35](#_Toc19175682)

[7.4 Annual Progress Review (Post-Transfer) 37](#_Toc19175683)

[7.5 Final Examination 38](#_Toc19175684)

[7.6 After the oral examination 40](#_Toc19175685)

[8 Beyond the Viva 42](#_Toc19175686)

[8.1 Checklist for Finishing 42](#_Toc19175687)

[8.2 Graduation 43](#_Toc19175688)

[9 Appendix: Rules & Regulations 44](#_Toc19175689)

[9.1 Disclaimer 44](#_Toc19175690)

[9.2 Formal Regulations and Codes of Practice 44](#_Toc19175691)

[9.3 Timescales of milestones for each research degree programme 46](#_Toc19175692)

# Accessibility Statement

A copy of this document is available electronically at <https://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/handbooks/>.

For information in alternative formats (for example, in braille, or large print), please email your Graduate School Administrator, [M.Lesnianski@leeds.ac.uk](mailto:M.Lesnianski@leeds.ac.uk). You can also contact us by telephone on 0113 343 1634.

# Policies

## Code of Practice for Research Degree Candidatures

The University has a [Code of Practice for Research Degree Candidatures](https://students.leeds.ac.uk/info/103551/research_student_policies_and_procedures/917/research_degree_candidatures_code_of_practice) that sets out the minimum standards postgraduate researchers can expect in connection with the supervision of research degree study at the University of Leeds, and it provides a framework of shared responsibilities between the University, supervisors and PGRs.

The Code of Practice constitutes the University’s formal statement regarding its rules and regulations and it is important that you are familiar with it. This handbook will refer to it, and to other official documents, at the relevant points throughout. The Doctoral College Handbook is a more informal and accessible introduction to your research degree candidature.

## The Leeds Partnership

[The Partnership](https://students.leeds.ac.uk/#The-Leeds-Partnership) has been developed by students, researchers and staff and describes the mutual expectations of us all as members of the University community. The Leeds Partnership is made up of three core commitments relating to both students and staff:

* to be responsible, accessible and respectful
* to prepare for, engage with and contribute to learning at Leeds
* to help each other to reflect, develop and improve.

The Leeds Partnership reflects and codifies the agreements and expectations that exist not only between staff and students, but also within these groups on a peer-to-peer level. It is a recognition of the fact that education is a participatory process with shared responsibilities between students and staff for making the most of the opportunities that are available.

The Union and University have worked together to ensure everyone within the University community understands and uses The Leeds Partnership. Teaching schools engage both staff and students to implement and embed The Leeds Partnership’s values and ethos. This is done through activities such as regular programme meetings between students and teaching staff; strong student representation on school Student/Staff Forums including involvement of student society representatives; student-run module surveys; programme review sessions built into personal tutorials and the inclusion of students in recruitment of academic staff and prospective students.

Students sit on all of the University’s major committees so that they can have input into decision-making at the highest levels, and are able to shape the future of the University.

The annual Partnership Awards celebrate the achievements of both staff and students who truly put The Leeds Partnership into practice: reflecting in their teaching, projects, and behaviour, the values of The Leeds Partnership that are so essential to the student experience at Leeds.

Visit the University Union's [Partnership Awards](https://www.luu.org.uk/celebrate-week/partnership-awards/) website to find out more.

## Other policies, formal regulations and guides

For further reading, [Appendix 9.2](#_Formal_Regulations_and) draws together the key regulations, procedure and policy documents that apply to PGRs at Leeds. Some of these are specific to PGRs, others apply to both taught and postgraduate researchers, and some apply to PGRs in their role as staff members and active researchers.

# Getting Started

## Foreword by the Dean of the Doctoral College



Hello and welcome to the University of Leeds.

I’m Claire Honess, the Dean of the Leeds Doctoral College. As Postgraduate Researchers (commonly referred to as ‘PGRs’) at Leeds, you are automatically members of the Doctoral College, which exists to ensure that the University’s PGRs receive the best possible support during their time in Leeds. At the heart of any research degree lies the individual research project, but around that central core congregate a host of other activities and opportunities – training, work placements, language support, engagement with the broader university, and opportunities to teach – which the Doctoral College can help to coordinate and strengthen.

The best way to contact the Doctoral College is either by phone, on 0113 343 0448, or by emailing [doctoralcollege@leeds.ac.uk](mailto:doctoralcollege@leeds.ac.uk). You can also visit our [website](http://www.leeds.ac.uk/info/130558/leeds_doctoral_college). The Doctoral College can help to put PGRs in touch with the right training or support service to answer their questions and help them through any difficult times. We work closely with PGR reps in Schools and Faculties to ensure that the PGR voice is listened to, and we provide opportunities for PGRs to share their work with others, such as via our monthly informal ‘Research Nights’ presentation evenings at which all are welcome. Finally, we love to celebrate our PGRs’ achievements, most notably at the annual Doctoral College Showcase event in December, where (among other things) our ‘PGR of the Year’ is selected.

You can get more information on our work via the monthly Doctoral College e-newsletter, which contains lots of useful news and updates. You should receive this by email, but you can also find it – along with lots of other useful information on our Minerva site.

I look forward to meeting you soon and wish you all the best for your time in Leeds.

## Introduction

The Doctoral College Handbook is for all postgraduate researchers (PGRs) and provides details of the services and support available for you during your time at Leeds. As a Postgraduate Researcher at Leeds you automatically become a part of the Doctoral College, which also features the administrative functions that support you throughout the lifecycle of your research degree from Admissions to Graduation.

The Handbook also offers advice about action that may be taken if difficulties are encountered during your candidature. Please note that it is your responsibility as a PGR to draw to the attention of your supervisor(s), the Director of PGR Studies, the Faculty Graduate School or Head of School as appropriate, any problems that may arise.

We hope that you will find this handbook useful throughout your time at the University. We would welcome feedback on the handbook as it is updated annually. Please send suggestions to: [doctoralcollege@leeds.ac.uk](mailto:doctoralcollege@leeds.ac.uk)

## [Interactive campus map](https://www.leeds.ac.uk/campusmap)

## Term Dates

Dates are generally only relevant for teaching purposes, but useful to know.

Autumn term

Monday 30 September to Friday 13 December 2019

Spring term

Monday 13 January to Friday 27 March 2020

Summer term

Monday 27 April to Friday 19 June 2020

Autumn semester

Teaching begins: Monday 30 September 2019

Teaching ends: Friday 13 December 2019

Spring semester

Teaching begins: Monday 27 January 2020

Teaching ends: Friday 8 May 2020

International Welcome Week

Monday 16 September to Sunday 22 September 2019

Introduction week

Monday 23 September to Sunday 29 September 2019

Dates when the University will be closed (generally applies to all staff and all students)

24 December 2019 to 1 January 2020

9 April (University closes at 12:30) to 14 April 2020

4 May 2020

25 to 26 May 2020

## Emergency Information

In case of emergency, call **32222** on any University phone. If you are unable to locate a University phone, call **0113 343 2222**.

**For more emergency contact numbers visit the University** [**emergency contacts website**](https://students.leeds.ac.uk/info/10440/staying_safe/835/university_emergency_contacts)**. It is a good idea to keep some of these key numbers as saved contacts in your phone.**

Familiarise yourself with the fire procedures in buildings that you occupy, including what to do if you discover a fire, what to do if the alarm sounds, and where to assemble should you have to evacuate the building.

Never wedge open fire doors or obstruct escape routes.

Always report accidents, near misses or dangerous conditions to a responsible member of your department. It is also important that you are aware of [lone working documents](http://wsh.leeds.ac.uk/info/194/lone_working/116/lone_working) and complete a risk assessment if necessary.

Always follow any health and safety instructions available to you.

## Glossary/frequently used terminology

Those studying PhDs, Masters by Research and various other postgraduate research qualifications are commonly referred to as “PGR”, but you can also access services and other benefits that use the term “student”. For example, the Student Counselling Service, the Students’ Union, and of course student discounts (such as the [TOTUM student discount card](https://www.nus.org.uk/en/nus-extra/)). As a PGR, you are also eligible for a [16-25 Railcard](https://www.16-25railcard.co.uk/) for cheaper rail travel in the UK, even if you are over 25!

PGR – postgraduate researcher (including PhD, Masters by Research, visiting Postgraduate Researcher)

Supervisor – also known as PI (Primary Investigator) a member of academic staff responsible for providing subject specific expertise and regular supervision for their PGRs during their period of registered study, and for being accessible at mutually convenient times to listen and offer advice and guidance.

LDC – the Leeds Doctoral College, the umbrella for all PGR activity and support at Leeds.

Director of Postgraduate Research Studies – The Director of PGR Studies (DPGRS) and Co-Directors or Deputies have responsibility for co-ordinating admissions, registration, appointment of supervisors, the PhD transfer process ([see Chapter 7](#_Assessment)), and for recording and monitoring progress and attendance of PGRs, examination arrangements, pastoral care and liaison with Doctoral College Operations. There is at least one DPGRS per School.

Doctoral College Officer – member of staff working within the Doctoral College (either in [Doctoral College Operations](#_Doctoral_College_Operations) or in the Graduate Schools). The Doctoral College Officer role is an official title that covers many different roles including PGR Administrators, Admissions staff, Scholarships staff, etc.

PGR Administrator - members of staff in Graduate Schools who support PGRs and academic staff by answering and dealing with queries such as admissions, on-programme support and examinations.

Programme – or ‘course’. The type of degree you are registered on as a PGR, i.e. PhD, MA by Research, etc.

GRAD - Graduate Record of Achievement and Development. Online system you will use throughout your studies to record supervisions, progress reviews, suspensions and/or extensions (if necessary), thesis submission, etc.

Transfer – if you are registered for a PhD, you are required to undertake a formal upgrade assessment during your research degree which is commonly referred to as ‘transfer’.

Viva – short for ‘*viva voce*’. This is the formal assessments through oral examinations which are ‘transfer’ for PhDs and your final programme assessment at the end of your studies which will determine the outcome of your degree.

Faculty – Schools sit within faculties. The University is made up of seven faculties, each of which is made up of several Schools, Institutes or Divisions.

School – the academic department in which you are registered for your research degree.

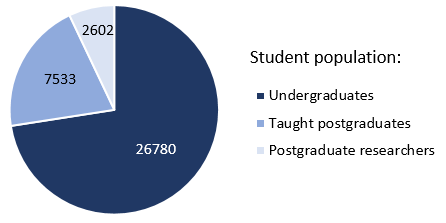
Graduate School – Each Faculty has a Graduate School that is part of the Doctoral College. Graduate Schools provide opportunities to interact academically and socially through the organisation of conferences, seminars and social events across the Faculty. The Graduate School is normally the first point of contact for queries specific to your programme, i.e. GRAD, examinations, etc.

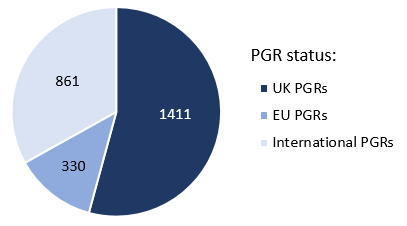
OD&PL – Organisational Development & Professional Learning. This is the University’s training body for all staff and PGR

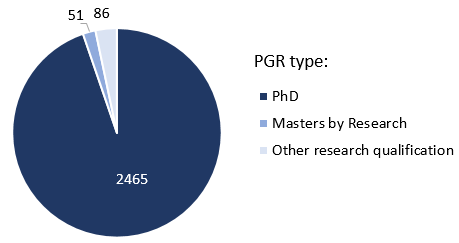
## PGRs at Leeds

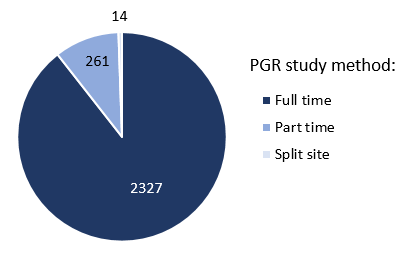
As a PGR at Leeds, you join a population that looks something like this:

(Figures accurate June 2019 and do not include overtime PGRs)









## Faculty and School Structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty of Environment**  Head of Graduate School: Professor Pippa Chapman | | | |
| **School of**  **Earth & Environment** | **School of Geography** | **Institute for**  **Transport Studies** | **School of**  **Food Science & Nutrition** |
| Director: Dr Ian Burke | Director: Dr Nichola Wood | Director: Mr Dan Johnson | Director: Dr Christine Bosch |
| Deputies:  Dr Lauren Gregoire  Dr Milena Buchs  Dr Fiona Gill | Deputy:  Dr David Galbraith | Deputy:  Dr Zia Wadud | Deputy:  Dr Yuan Guo |
| *Graduate School Administrators – on-programme* | | | |
| Mrs Michelle Lesnianski | Mrs Jacqui Manton | | |

|  |  |  |
| --- | --- | --- |
| **School of Earth & Environment Research Institutes** | | |
|  | | **Directors** |
| ESSI | Earth Surface Science Institute | Dr Rob Newton |
| IAG | Institute for Applied Geosciences | Professor Nigel Mountney  Dr Rachael Spraggs |
| ICAS | Institute for Climate and Atmospheric Sciences | Professor Martyn Chipperfield |
| IGT | Institute for Geophysics and Tectonics | Dr Phil Livermore |
| SRI | Sustainability Research Institute | Dr Lucie Middlemiss  Dr Martin Dallimer |

NB…Each research institute has sub-research groups.

## Key staff

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Contacts for School of Earth and Environment** | | | |
| Mrs Michelle Lesnianski | Graduate School Manager | [m.lesnianski@leeds.ac.uk](mailto:m.lesnianski@leeds.ac.uk) | +44 113 343 1634 |
| Dr Ian Burke | Director of PGR Studies | [i.t.burke@leeds.ac.uk](mailto:i.t.burke@leeds.ac.uk) | +44 113 343 7532 |
| Dr Fiona Gill | Deputy, Wellbeing | [f.gill@leeds.ac.uk](mailto:f.gill@leeds.ac.uk) | +44 113 343 5190 |
| Dr Lauren Gregoire | Deputy, Modelling/Computing | [l.j.gregoire@leeds.ac.uk](mailto:l.j.gregoire@leeds.ac.uk) | +44 113 343 4945 |
| Dr Milena Buchs | Deputy, Sustainability | [m.m.buchs@leeds.ac.uk](mailto:m.m.buchs@leeds.ac.uk) | +44 113 343 2895 |
| Dr Tony Bromley | Organizational Development & Professional Learning (OD&PL) with responsibility for PGRs | [t.p.bromley@adm.leeds.ac.uk](mailto:t.p.bromley@adm.leeds.ac.uk) or generic email for OD&PL [academicdev@leeds.ac.uk](mailto:academicdev@leeds.ac.uk) | +44 113 343 2531 |
| Sarah Burdall | Senior H&S Manager, Environment and Engineering and Physical Sciences | [S.E.Burdall@leeds.ac.uk](mailto:S.E.Burdall@leeds.ac.uk) | +44 113 343 8042 0750 670 7339 |
| Becki Thomas | H&S Officer, Environment | [foe-safety@leeds.ac.uk](mailto:foe-safety@leeds.ac.uk)  [r.j.harrison@leeds.ac.uk](mailto:r.j.harrison@leeds.ac.uk) | +44 113 343 6593 07864 605 042 |
| Tom Szpitter | H&S Officer, Environment | [foe-safety@leeds.ac.uk](mailto:foe-safety@leeds.ac.uk)  [t.lszpitter@leeds.ac.uk](mailto:t.lszpitter@leeds.ac.uk) | +44 113 343 8564 07957 316 763 |

## Faculty and School PGR facilities

Office space is allocated on arrival and is coordinated through the School’s Space Committee. For office space the standard entitlement is a desk and storage space. You will be located to one of several multi-occupancy postgraduate/postdoctoral offices. The School cannot guarantee office space or access to laboratory facilities for you beyond your standard period of study or funding period, although individual cases are considered on their merits.

Computing facilities are available both in the School and the University computing clusters distributed throughout the campus. Computing systems are run at University level and if you have any problems or queries you should contact [itservicedesk@leeds.ac.uk](mailto:itservicedesk@leeds.ac.uk).

A School username gives you access to email and all internet facilities.

## Induction

As a new PGR, you will be invited to a series of workshops and events to welcome and introduce you to the University, your fellow PGRs, and the resources available to help you. LDC organises the University's Induction for PGRs featuring Doctorientation. The University’s induction takes place on a few occasions throughout the academic year. If you arrive outside of the busiest times for new starters – typically October, February and April – please talk to your DPGRS or Graduate School in the first instance about any information you might require.

Doctorientation is a chance to get to know campus better, to find out where to find important services as well as places to relax away from your desk. It is also a chance to get to meet other PGRs from across the University and to work together to find your way around campus. Whether you have been at the University 5 months, 5 weeks or 5 days, you are welcome at our induction event.

An online induction course is also available on the Leeds Doctoral College organisation page on Minerva.

**Please check your emails for communications from your Graduate School office regarding any induction events relevant to your Faculty or School.**

## Doctoral College Operations

Your first point of contact should be your Faculty Graduate School Office which will provide day-to-day administrative support. Doctoral College Operations is another strand of LDC support and is based within the Student Services Centre in the Marjorie and Arnold Ziff Building. This office tends to work behind the scene, issuing official letters of admission, managing your registration, and maintaining formal records for every PGR in the University. All PGR support is provided by specially trained staff who will deal with most aspects of your study as a PGR providing, for example, guidance on the annual registration process, progress and monitoring, thesis preparation and submission, examination and graduation.

If you need to visit Doctoral College Operations in person, you can come to the Student Services Centre counter:

Location: Student Services Centre, Level 9, Marjorie and Arnold Ziff Building  
Normal opening hours: Weekdays 9am – 5pm (Wednesdays 10am - 5pm)

Alternatively, you can contact the staff via email / telephone:

Registration: [rp\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) (0113) 343 5057

Progress: [pgrprogress@leeds.ac.uk](mailto:pgrprogress@leeds.ac.uk) (0113) 343 5571 (suspensions/extensions, transfers)

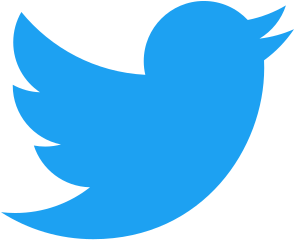
Thesis submissions

and examinations: [rp\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk) (0113) 343 4003

Postgraduate scholarships: [pg\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk) (0113) 343 4007

Doctoral College social media accounts:

You may also check regularly the Doctoral College social media accounts, for information on events and opportunities:

 [@LeedsDocCollege](https://twitter.com/LeedsDocCollege)

 [LeedsDoctoralCollege](https://www.facebook.com/LeedsDoctoralCollege/)

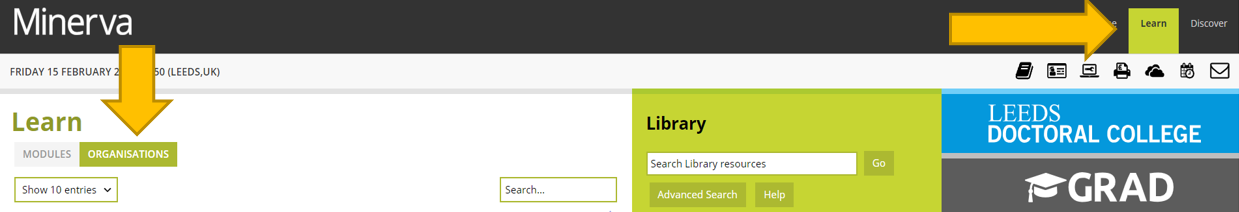
 [doctoralcollege@leeds.ac.uk](mailto:doctoralcollege@leeds.ac.uk)

## Doctoral College Minerva Organisation

[Minerva](https://adfs.leeds.ac.uk/adfs/ls/?SAMLRequest=lVJNb8IwDP0rke%2F9pgIiWsSG0JCYqGjZYbcQQglrExanaD9%2FGR8auyDtEsn2e3n2s0fjr7YhJ2FQapVB5IdAhOJ6K1WdwbqaeQMY5yNkbRMf6aSze7USn51ASxxRIb1UMuiMopqhRKpYK5BaTsvJ64LGfkiPRlvNdQNkgiiMdVLPWmHXClMKc5JcrFeLDPbWHpEGQSuVyzK%2FEWKLPuN%2B9xEwp%2Bz9aAXnpyyXQKauC6mYPXd%2BI7PtDv8yXSJoMAAy04aL8wgZ7FiDAsh8mgFLWK%2Fu9TmL6g07pHXc55IPooTvU37gfQfCgiHKk%2FilIXZirtAyZTOIw2johakXDqqoR5MhjRM%2FHSbvQIrr4E9SXQx95NLmAkL6UlWFVyzLCsjbbTEOANc10LO6uff%2F8cfsZjrk%2F7N4FNwL5tfw7xnk3w%3D%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=DEadSMU%2FAwI8Slu3OKykswiTa10fWQtz1EQQP4N1srVX%2BlLobzo0Q%2FVwz3lbX%2BRd35H6f5MYeXfBltl2TX7gPFApm4%2F%2FaFq0%2F9wMuT0WaFALOsigxSG0fV5kTLHZid1jurORlsU18QmcPR9kTsvgOIdH0RSTI6pzlDcGp5Ip9S5zVujAQriFPodlP3dLxz4Y8C%2FvXHWMw65fDiLu7upjTikG%2BKAVs0uEUQIb0IFUcBWaJQ3r42Tdt4LkCepvR0h6VyAcPuwLwBPtJvtqLTSQUMdcXN%2Bd%2BDkoZhoLgaCrJFJ8ofcFLXSHG%2FMZmm4nwhEGuFfZMfTLktYvUAVX%2BFZ6UQ%3D%3D) is a virtual learning environment (VLE) through which PGRs can access emails, module information (particularly important for PGRs who teach), and news, as well as links to support information. You will have been enrolled onto the Doctoral College Minerva Organisation, which is especially dedicated to PGRs:

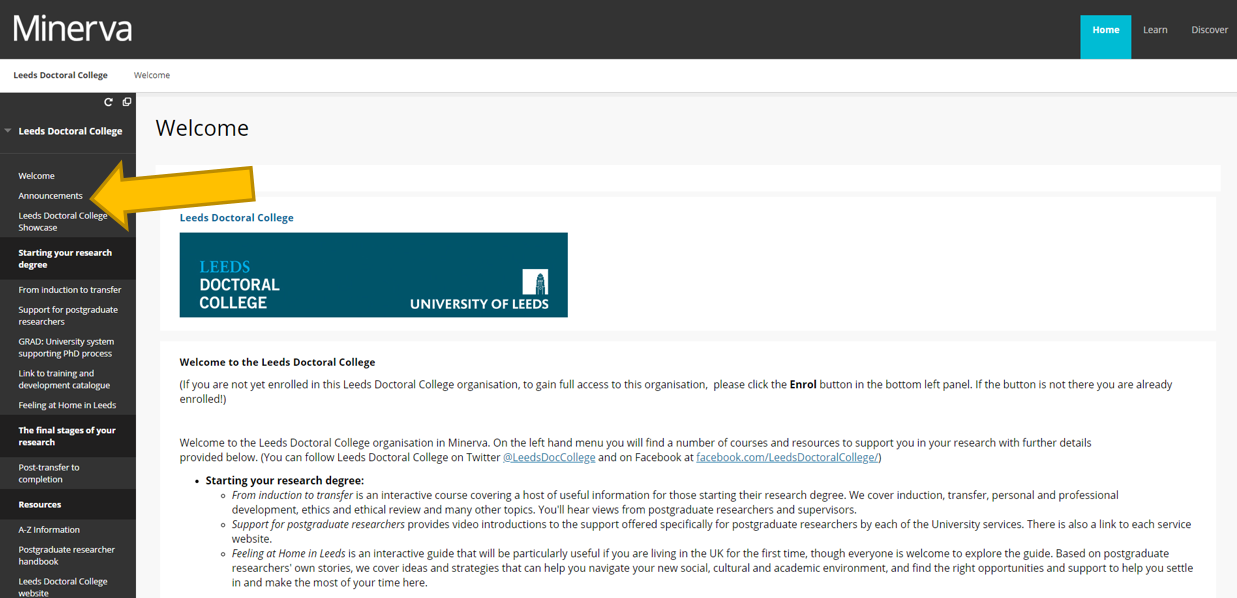
1. Log in and select the “Learn” tab on the top right menu;

2. Select the “Organisations” tab.



3. If you find that you are not automatically enrolled in the Leeds Doctoral College organisation, click the “Enrol” button in the bottom left panel.

You will have access to all the resources available in the organisation, including the Announcements. The Announcements section on the Minerva Organisation features news items, Newsletters and information on academic and social opportunities suitable for PGRs. It is a good idea to check Announcements regularly to keep up to date with events and news.



The Doctoral College Organisation includes a suite of online courses covering the research degree processes.

From induction to transfer

This is an interactive course covering a host of useful information for those starting their research degree. It covers induction, transfer, personal and professional development, ethics and ethical review and many other topics.

Support for PGRs

This course provides video introductions to the support offered specifically for PGRs by each of the University services. There is also a link to each service website.

Post-transfer to completion

This covers the thesis submission process, thesis format regulations, the viva and more. This course also provides an opportunity to reflect on your research progress to date and what you need to do to complete your research degree. You'll find advice for your viva from recently completed PGRs and supervisors.

Feeling at home in Leeds

An ‘orientation’ resource for those new to the UK, full of useful information and views from international researchers who have made the transition to research in the UK. Even if you are not an international PGR, this resource contains lots of useful information and is definitely worth a look.

## Graduate Record of Achievement and Development (GRAD)

GRAD is the online system used by all PGRs and supervisors at the University to support the PGR process. It is used for a wide range of tasks:

* Organising and recording supervision meetings
* Creating a training plan
* Organising and recording all regular progress monitoring meetings
* Managing change requests including annual leave, authorised absence, change of location and suspension/extension
* Organising thesis examination

It is mandatory that you use it throughout your studies, especially for recording supervisions. Just [logging into GRAD](https://research.leeds.ac.uk/do/leeds-auth/login) and browsing will help you understand the process steps of your research degree. Helpful Guides can be found on your GRAD homepage.

## Training Opportunities

The University offers many personal and professional development opportunities for PGRs through a number of services. All provision is aligned with the [Researcher Development Framework (RDF)](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework), a reference point for researcher development widely used in the UK and internationally. The RDF was developed by [Vitae](https://www.vitae.ac.uk/), the UK’s national organisation for the development of researchers. The University of Leeds is a member of Vitae: you can set up a login account to their website using your University email address. This will provide you with access to the full resources of their website. An online course on Personal and Professional development is also available on the Leeds Doctoral College organisation page on Minerva, in the “From induction to transfer” section.

Organisational Development and Professional Learning (OD&PL)

Information about the opportunities provided and how to book them is available on the [Organisational Development and Professional Learning website](http://peopledevelopment.leeds.ac.uk). OD&PL provides help with academic writing, research, networking, presenting, publishing and much more.

Researcher@Library

You can also sign up to one of the [Library’s workshops or webinars](https://uolr3.leeds.ac.uk/temcatsearch(bD1lbiZjPTUwMA==)/courses.htm?sap-params=Z2Rfa2V5d29yZHM9TEJSJmdkX3N0eXBlPSZnZF90dXRvcj1MYXN0JTIwbmFtZSZkYXRlMT1kZCUyZm1tJTJmeXl5eSZkYXRlMj1kZCUyZm1tJTJmeXl5eSZkYXRlMT0wMC4wMC4wMDAwJmRhdGUyPTAwLjAwLjAwMDAmcHJvdmlkZXJsaXN0PTAmYW5kb3I9T1Imc29ydD1CRUdEQSZnZF9jYWxsaWQ9SU5JVElBTCZzdHlsZT0%3d) if you need help with literature searching, open access, research data management, using EndNote, or increasing the visibility of your research.

## Language Support

The Language Centre provides resources for independent study, a Languages for All programme, and language support for international PGRs through in-sessional classes.

English language and academic study skills support

[The Language Centre](http://www.leeds.ac.uk/languages) provides free, part-time pre-sessional and in-sessional courses for PGRs who may benefit from academic English language support.

Language facilities

The Language Centre is well equipped, providing a large [Language Zone](https://www.leeds.ac.uk/info/130567/language_centre/621/language_zone), where PGRs can study independently. Resources include learning materials in over 40 languages, an extensive collection of video material, over 60 satellite television channels in more than 20 languages and computer assisted learning.

PGRs and students can also access [Rosetta Stone](https://www.leeds.ac.uk/vle/generalhelp/rosetta/) for free. Rosetta Stone is an innovative online software that makes learning a language fast and easy. You can choose from any of the 30 languages offered, and you can learn on the go as it is easily accessible from different devices.

Foreign languages

The [Languages for All programme](https://students.leeds.ac.uk/homepage/178/languages_for_all) gives an opportunity to develop foreign language skills at a variety of levels from beginners to advanced, thus enabling PGRs to pursue their passion for language study.

## IT

Please familiarise yourself with the [Student Privacy Notice](https://dataprotection.leeds.ac.uk/wp-content/uploads/sites/48/2018/10/student_privacy_notice.pdf). This notice explains how the University will collect and use your personal data. You should complete your PGR [IT induction](http://itinductions.leeds.ac.uk/students) as soon as you are able, once you have registered. Some simple [getting started](https://leeds.service-now.com/it?id=kb_article&sys_id=01d84f67dbefd3445cfb8e146b9619fd) instructions are available on the IT website.

Contact

The IT Service look after IT across the University. The IT Service desk is based on level 10 of the EC Stoner building and it is your first point of contact for advice, information and support for IT queries. The IT team can also be contacted via their [website](https://leeds.service-now.com/it), [Twitter](https://twitter.com/itservicesuol), [email](mailto:itservicedesk@leeds.ac.uk) or phone (0113 343 3333).

Printing

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Should you use all the credit before the next annual top up, IT will handle that on a case by case basis (generally a review of your printing will be undertaken to ensure your printing is related to your research, and further credit will be issued).

In accordance with the University’s sustainability ethos we encourage people to consider the environmental impact of their printing and photocopying, and question whether a paper copy is required. The Environmental Impact link on the myprint.leeds.ac.uk website displays both personal and organisational usage of MyPrint in terms of trees used, CO2 production, and electricity usage.

Typically £200 should be enough credit to print a thesis 5 times. We would advise PGRs to review the Library’s copyright restriction information if they are thinking of photocopying or printing articles from journals for their literature review.

If PGRs have a teaching/marking role they should use their staff account for any printing related to that role.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but use of the MyPrint system is monitored - excessive personal use of MyPrint will be flagged with the School/Faculty.

Eduroam

You can [connect your devices](https://leeds.service-now.com/it?id=kb_category&kb_category=226c45180f713200e50d1b2be1050e19&spa=1) to the University wireless network Eduroam with your credentials (your username and password). This network is not only available at our University, but also at other institutions around the world by using the same University of Leeds credentials.

Office 365

The University use [Office 365](https://www.office.com/), which means that you can have access to your email and all the Office apps wherever you are. You can also access OneDrive and store your files online. If you decide to store files in your University computer please make sure you follow the guidelines in the [Information Protection policy](https://leeds.service-now.com/it?id=kb_article&sys_id=6038bfbc0fae728089d7f55be1050e9d).

Clusters

There are about [40 computer clusters](https://leeds.service-now.com/it?id=clusters) across campus open to anyone, some of them 24 hours a day. Each Faculty or School can direct PGRs to researchers-only clusters.

Training

If you require computing training for your research, you can check what workshops are available and book them on the [University Research Computing Training webpage](https://arc.leeds.ac.uk/training/).

## Library

The [Library Research Support Team](https://library.leeds.ac.uk/info/1406/researcher_support) is based at the Research Hub, on level 13 of the Edward Boyle Library. Research Hub is a dedicated space for PGRs and staff, where there is a variety of study spaces for you to use, as well as bookable individual and group study spaces, and two large rooms that can booked for research-related events.

The Research Support team offers help on a variety of things, including literature searching, EndNote, Open access publishing and research data management. For more information, you can [visit the Research Support website](https://library.leeds.ac.uk/info/1406/researcher_support), [contact the team via email](mailto:research@library.leeds.ac.uk) or call 0113 3435663.

The online [Researcher Quick Start guide](https://resources.library.leeds.ac.uk/research-quickstart/#/) is designed to give you the essential information you need when you are starting out your research journey.

## Support and wellbeing

There is a wide range of support available to PGRs during their time at the University, including counselling, disability services, help with cultural differences and much more. All information is available on the [University support and wellbeing website](http://students.leeds.ac.uk/#Support-and-wellbeing).

As a PGR of the University you can access [Big White Wall](https://students.leeds.ac.uk/info/100002/big_white_wall_resources_and_self_help/1079/big_white_wall) which provides 24/7 online peer and professional support, with trained counsellors. Big White Wall provides a safe space online to get things off your chest, explore your feelings and learn how to improve and self-manage your mental health and wellbeing. [Nightline](https://leeds.nightline.ac.uk/) is also available during term time 8pm – 8am.

You can also meet with the School Director of PGR Studies at any time during the year to discuss any academic or personal issues. You should be offered a meeting with them (without your supervisors) at least once a year by your Graduate School.

Equality and Inclusion

The University of Leeds is committed to the principle of equality and is determined to treat all PGRs fairly, and avoid all unlawful forms of discrimination on grounds of gender (including pregnancy, trans status or marital status), race (including colour, nationality, ethnic origin or national origin), sexual orientation, disability, religion or belief, and age. We recognise that, in order to enable all PGRs to have equal access to our facilities and educational opportunities, some PGRs may require specialist support or adjustments (for example, to learning materials). We therefore aim to take a flexible approach, wherever possible, when responding to the individual needs of PGRs. We work hard to meet the needs of a diverse student population and provide a safe, supportive and welcoming environment for all. We also expect all PGRs to work with the University in making this a non-discriminatory and inclusive environment. If you have any concerns relating to an equality or diversity issue within your Graduate School, or if you would like to suggest a way in which we might make our practices more inclusive, please contact [M.Lesnianski@leeds.ac.uk](mailto:M.Lesnianski@leeds.ac.uk).

Prayer, contemplation and faith based support

The University has a number of spaces on campus available for prayer and quiet contemplation, whether you practise a particular faith or not. This [website](https://students.leeds.ac.uk/info/21504/living_in_the_uk/734/prayer_contemplation_and_faith-based_support) lists the places available. If you practise a faith, you can be confident that you will be able to follow your beliefs in Leeds and find support and information related to your faith. The Equality Policy Unit also publishes a [religious festivals and events calendar](https://equality.leeds.ac.uk/useful/festival-events-calendar/) each year.

Harassment, abuse or sexual assault

The University is committed to providing a safe environment for all students, PGRs and staff. You can anonymously report assault, hate crime or sexual assault through the [online reporting system](https://www.leeds.ac.uk/secretariat/reporting_hc_sa_oh.html). There are [many ways](https://students.leeds.ac.uk/info/10700/support_and_wellbeing/1148/sexual_assault_abuse_or_harassment) you can seek support through the University or the local community. If the situation is an emergency, call 999 or contact Security on 0113 343 2222 if you are on campus.

Smoking policy

On 1st August 2019, the University became a [smoke free campus](https://students.leeds.ac.uk/info/10700/support_and_wellbeing/1215/campus_is_becoming_smoke_free). This means that if you smoke, between the hours of 8am – 6pm you will be asked not to smoke on campus. Vaping is still currently permitted.

Campus security

The University's [Security Service](https://students.leeds.ac.uk/info/21504/living_in_the_uk/760/security_services) operates 24 hours a day, every day of the year. They offer crime prevention advice, patrol the campus, investigate crimes and respond to alarms and emergencies.

Accommodation

For accommodation support and advice, please go to the [accommodation pages](https://accommodation.leeds.ac.uk/) for more information and advice on how the team can help you.

International Student Office

If you need immigration advice or information on services available to the international student community go to the [International Student Office](https://students.leeds.ac.uk/info/10500/international_students/877/international_student_office) website or email [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk).

Disabled student support

The University, through teams within [Disability Services](https://students.leeds.ac.uk/info/10710/disability_services), offers specialist support, information, advice and guidance to all PGRs who experience barriers to learning as a result of a disability or potential disability. Please see [Chapter 5](#_Extra_Support:_pregnancies,) for more information.

Student support available in the School/Faculty

Please contact the Faculty Graduate School Office.

Out of hours access/safety/lone working in Faculty/School

Please contact the Faculty Health & Safety Team [foe-safety@leeds.ac.uk](mailto:foe-safety@leeds.ac.uk).

## Leeds University Union (LUU)

LUU Representation

All PGRs are automatically a member of Leeds University Union (LUU) on registration. PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. Having representation ensures that PGRs have a platform to raise and discuss issues affecting them, and to influence future University policy for research degree programmes. These representatives participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented.

Contact details for the representatives may be obtained from your Graduate School. PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, and LUU’s elected Education Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise. Further information can be found on the [Postgraduate section of the LUU website](https://www.luu.org.uk/representation/postgraduates/).

LUU also consults with PGRs about their satisfaction levels throughout the year in other ways, including drop-ins, surveys, and focus groups. PGRs [can also submit ideas](https://www.luu.org.uk/representation/your-ideas/) that may become policies.

Student Executive at LUU (option to stand for election to positions)

PGRs can run in Leeds University Union elections. LUU are led by six people elected from among their membership, and this includes PGRs. A position on the executive offers an extraordinary insight into how the University actually works and can lead to valuable changes. More information about all the executive roles can be found on the [Lead LUU website](https://www.luu.org.uk/lead-luu/).

Societies and Events

LUU also runs a range of social and wellbeing events throughout the academic year. Clubs, societies and other activities are open to all members, but there is also a [programme of events reserved for postgraduates](https://www.luu.org.uk/representation/postgraduates/).

Student Advice Centre

The [Student Advice Centre](https://www.luu.org.uk/student-help-support/) at LUU provides confidential and independent information, support and advice to PGRs contemplating appeals, complaints or other difficulties associated with your research degree. They also offer independent advice on a range of issues including academic, housing, money and other issues.

## Sport and Physical Activity

The Sport & Physical Activity Service at the University is responsible for the University’s sports facilities and development programmes. Getting involved does not require you to be a ‘sporty’ person. Many thousands of students each year, including PGRs, try something new, learn a new sport or take up an activity. Have a look at the [Sport and Physical Activity](https://sport.leeds.ac.uk/) website to find out more and see what you can get involved with.

## Careers Centre

The [Careers Centre](http://careerweb.leeds.ac.uk/researchers) offers guidance and support for issues which are specific to PGRs, including:

* Deciding what to do after the degree or research
* Destinations of PGRs
* What the job market looks like for researchers
* Planning a career in academia
* Links to specialist websites and downloads to help plan your future.

## Communication

Communication from the University

You are expected to regularly check your Leeds email account for communications from the University. This will include notification of any approved suspensions or extensions of study, confirmation of transfer to a specific research degree category and notifications regarding the examination process. The University should not email you on anything other than your official Leeds email address.

Material from your Faculty/School/Institute

You should also receive material from your Faculty/School/Institute about the particular arrangements for undertaking research within that Faculty/School/Institute. This may include information on the specific facilities that are available to you, health and safety advice relevant to your research, as well as opportunities for participating in conferences or in social and extra-mural activities.

## Leeds Student Medical Practice

If you need to visit the doctor during your time at Leeds, it is advised that you register and visit [Leeds Student Medical Practice](https://www.leedsstudentmedicalpractice.co.uk/). It is located about a 3-5 minute walk from Parkinson Building on Blenheim Terrace. If you are already registered at another practice and are still able to visit it regularly if required then you do not necessarily need to register at Leeds Student Medical Practice.

# Registration, Fees and Student Records

## Registration

All information about the registration process can be found [on the Student Education Services (SES) website](https://students.leeds.ac.uk/info/10102/registration). Registration as a new starter or returning PGR each year is vital, partly because failure to register may delay any sponsorship payments you receive.

You will need to register online and get a student ID card within four weeks of starting your studies to make sure that all your details are correct. Full guidance on obtaining a student card, including information on replacement student cards, can be found on the [SES website](http://students.leeds.ac.uk/info/10105/official_documentation/848/student_id_card).

Continuing PGRs need to re-register each year within four weeks of the anniversary of their starting date. Registration and re-registration is accessed [via Minerva](https://minerva.leeds.ac.uk/).

PGRs will not normally be permitted to register concurrently on another programme of study at this or another Higher Education Institution. There are some exceptions to this, and they are explained in the [Policy on concurrent registrations for research degree candidates.](http://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1013/concurrent_registrations_for_research_degree_candidates)

## Visas

If you are an international PGR and you are here on a visa, it is important that you understand how your visa works, and what to do when your circumstances change. All information, including Tier 4 responsibilities, [can be found on the SES website](https://students.leeds.ac.uk/info/21506/your_visa).

If you need specific advice on your visa please call the [International Student Office](https://students.leeds.ac.uk/internationalstudentoffice) (+44 (0)113 343 3930) or contact them via email: [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk).

## Payment of academic fees

Please also see the [Finance website](https://students.leeds.ac.uk/#Finance) for information and advice about financial matters during your studies. Academic fees for PGRs for the current session are available via the [University of Leeds website](http://www.leeds.ac.uk/info/102040/fees_and_costs/104/research_degrees_fees) and must be paid at the point of registration. Self-supporting PGRs need to pay academic fees at registration, although it is possible to apply to pay in instalments. For this, and further information about the payment of academic fees, please make contact with [Postgraduate Student Finance](https://students.leeds.ac.uk/contacts#10200-contact).

## Duration of studies and overtime fee

Information about the duration of studies (including standard and maximum time periods, as well as information on submitting your thesis early) can be found [on the SES website](https://students.leeds.ac.uk/info/10124/during_your_research/765/duration_of_study) and in your official University offer letter. The overtime period allows all PGRs (excluding Masters by Research and miscellaneous study) to register on a reduced fee after the standard period of study but within the maximum period of study. The fee cost is [updated annually](http://www.leeds.ac.uk/info/102040/fees_and_costs/104/research_degrees_fees) and is non-refundable. During this time, you should be completing the writing-up of the thesis. If you submit before the end of the standard period of study, or one month after the start of the overtime period, then you will not be required to pay the overtime fee or register during the overtime period.

## Registration certificates

In most cases the University can produce an official certificate confirming that you are a PGR at the University of Leeds. Examples of why you might need this include Council Tax Statements to enable you to apply for a reduction in council tax, open a bank account, obtain a visa for travel purposes, or for the purposes of your sponsor or grant awarding authority. You can request a statement from the [Student Services Centre](http://students.leeds.ac.uk/info/10105/official_documentation/849/student_registration_status_certificate).

## Council tax

Full time PGRs are eligible for Council Tax exemption or discounts.

If you are a registered full-time PGR, and you enter your term-time address when you register, your details will be sent to Leeds City Council four times a year (at the end of October, January, April and July). This assists Leeds City Council with processing student Council Tax exemption. Full information and guidance (including what to do if you live outside Leeds or if you are an international student) can be found on the [SES website](http://students.leeds.ac.uk/info/10200/finance/598/council_tax_exemption).

You should complete a [Council Tax Form](https://secured.leeds.gov.uk/Pages/CTStudentDiscount.aspx) available from [Leeds City Council](https://www.leeds.gov.uk/council-tax), which they will cross reference against the data supplied by University.

## After thesis submission and viva

PGRs who have submitted their thesis are classed as registered whilst awaiting examination for up to 6 months. They are provided with a student ID card solely for the purpose of using the library and computing facilities whilst preparing for their viva.

Once you have submitted your soft-bound thesis for examination your status at Leeds changes to ‘Under Examination’ and you will no longer be eligible for Council Tax exemption. If the outcome following your viva is a referral you will not be eligible for council tax exemption. Your registration during the referral period and your valid student ID card are solely for the purpose of using the library and IT facilities to allow you to revise your thesis.

# Doing the Research

## Supervision

Your supervisors play a crucial role in supporting you through your research degree. As well as guiding you as experts in your field, they will support and mentor you through the development of your research, and play a key role in monitoring your progress.

In general, the University of Leeds favours a co-supervision model. This means that, in most cases, you will be supported by a main supervisor and one or more co-supervisors. Alternatively, your main supervisor may work with a Research Support Group to support you. In exceptional cases, you might have a main supervisor plus a mentor or adviser, who can join supervision meetings and offer you advice.

All PGRs and their supervisors use the GRAD system to organise and report on supervision meetings, create a training plan, organise and record all regular progress monitoring meetings (first formal progress review, transfer, and annual progress reviews), and manage ‘change requests’ including annual leave, authorised absence and change of location.

You should meet with your supervisor regularly:

* For full-time study, you must have a minimum of ten formal supervision meetings per year.
* For part-time and split-site study, you must have six formal supervision meetings per year.

The responsibilities of the supervisors, the PGR and the School are outlined in the [Code of Practice for Research Degrees](https://students.leeds.ac.uk/info/103551/research_student_policies_and_procedures/917/research_degree_candidatures_code_of_practice).

What is a supervision meeting?

Supervision meetings give you the opportunity to receive advice and guidance on your research, and provide the opportunity for your supervisors to monitor your progress and support you. It is important that you understand what counts as a supervision meeting, and what does not. As a minimum, a formal supervision meeting requires the academic engagement of both you and at least one of your supervisors, in a dedicated time and space, to discuss matters relating to your research.

Records must be kept of all formal supervision meetings in GRAD. It is your responsibility, in partnership with your supervisor, to keep these records.

The pattern and timing of your meetings will vary according to what stage you are at in your studies, and your subject area. However, meetings should occur regularly:

* For full-time study, you should have gaps of no more than eight weeks between meetings.
* For part-time study, you should have gaps of no more than twelve weeks between meetings.

Training Plan

Within the first month of your research degree you are asked to agree a training plan with your supervisor. This is an opportunity to think about any support you may need in terms of your research or broader development at the beginning of you research. Recording of the training plan is within the University GRAD system in the development section. There is also a training needs analysis tool in the development section of GRAD to support you in thinking about your development needs. Finally, all PGRs are encouraged to record and reflect on training and development activity. For the training opportunities available, please see [Chapter 3](#_Training_Opportunities).

## Research Practice

The principles of good research practice encourage you to consider the wider consequences of your research, and engage with the practical, ethical and intellectual challenges inherent in high quality research. You can find out more about the Rules and Regulations for Research Degrees, including academic integrity, copyright, intellectual property, research ethics and managing your data, by [taking the online induction course available on Minerva](https://minerva.leeds.ac.uk/bbcswebdav/orgs/DOC00001/1.2%20Research%20practice/index.html#/menu/5afeb65915112616eb2b9e4a).

PGRs and supervisors should cover the awareness of the rules and regulations relating to plagiarism as part of the training needs analysis. More information on plagiarism in research work can be found [on the SES website](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/735/plagiarism_in_research_work).

## Ethics approval

You may need ethics approval for your research and it is very important to know if you do. If you are unsure it is best to speak to your supervisor or your Graduate School. You can also find out more on the [Research and Innovation Service website](http://ris.leeds.ac.uk/ris/info/70/ethics).

## Funding/Scholarships

The [Prospects website](https://www.prospects.ac.uk/) provides information about funding postgraduate study in the UK. It offers guidance on finding funding from public funding bodies as well as charities, trusts and foundations. You may be eligible for [further support](https://www.leeds.ac.uk/info/130540/funding/17/extra_financial_help) if you have a disability, or if you are in financial hardship. Funding to attend or organise conferences, as well as to conduct research-related activities, may be offered by your School or Faculty. The [Leeds for Life Foundation](https://leedsforlife.leeds.ac.uk/Home/TheFoundation) also helps to fund projects or conferences attendance.

Travel

All travel and accommodation should be made via [Key Travel](https://www.keytravel.com/uk), however in the first instance please contact your Graduate School who will help guide you through the process.

## Fieldwork

Fieldwork is any activity carried out for the purpose of research outside of the university. This could include archaeological digs, environmental surveys, or interviews.

People organising fieldwork need to use an effective fieldwork assessment process to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, PGRs and other affected people.

Health and Safety Services set out what the University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this. For further information please see the [Health and Safety webpage](http://wsh.leeds.ac.uk/info/186/fieldwork/109/introduction).

International PGRs conducting fieldwork outside of the UK for one month or longer must complete a Change of Study Location form on GRAD. If you are studying here on a Tier 4 visa it is especially important for you to complete a Change of Study Location form – you could be breaking the law if you don’t.

Insurance

If you are travelling outside of the UK on behalf of the University (for conferences, fieldwork, etc) you will be automatically covered by the Worldwide Business Travel insurance policy purchased by the University. More information is available on the [Insurance section of the University website](https://www.leeds.ac.uk/insurance/travel.htm).

## PGR Community

At Leeds, you will join a thriving community of more than 3,500 PGRs (including those registered during their overtime period) who are contributing to our vibrant research culture. There are many events especially tailored for PGRs, and you will have plenty of opportunities to enjoy being part of this great community.

You are encouraged to take part in conferences and events organised by your School, Faculty, or research group, but you will no doubt also socialise outside your department.

Regular social events are organised by Leeds University Union. Please visit the [Postgraduate section](https://www.luu.org.uk/representation/postgraduates/) of their website for the latest opportunities and activities. The [Chaplaincy](http://unichaplaincy.org.uk/staff-and-postgraduates/) also offers group activities and coffee hours for PGRs and staff.

Leeds Doctoral College organises annual showcase events to celebrate the significant contribution that our PGRs make to the research profile and academic life of the University. We bring the research community from across our campus together to celebrate the excellence and diversity of work being done. More information on the Doctoral College showcase, and its competitions and prizes, can be found on Minerva.

Leeds Doctoral College also organises 4-6 weekly Research Nights events, a lively and informal series of talks and discussions led by our PGRs. You can keep up-to-date with upcoming events by checking the [Research Nights Facebook events pages](https://www.facebook.com/pg/LeedsDoctoralCollege/events/).

## Extra Support: pregnancies, parenting or caring responsibilities, disabilities

Support for pregnant PGRs and PGRs with very young children

A PGR who becomes pregnant is encouraged to discuss the implications of this for their programme of study at an early stage of the pregnancy. They may approach any member of staff with whom they feel comfortable, and seek information and advice in the policy on support for pregnant students, [via the University website](https://equality.leeds.ac.uk/equality-inclusion-framework/policies/).

Support for PGRs who are parents or carers

We believe that being or becoming responsible for a child or dependant adult should not, in itself, be a barrier to your research. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for you will not compromise academic standards. Further information on the University policy on support for PGRs who are parents or carers is available [via the Equality website](https://equality.leeds.ac.uk/equality-inclusion-framework/policies/).

Support for disabled PGRs

The University of Leeds is committed to providing high-quality advice and support for PGRs who:

* have a specific learning difficulty (for example, dyslexia or ADHD)
* are deaf or hard of hearing
* are blind or partially-sighted
* have a physical or mobility impairment
* have an autism spectrum condition (for example, Asperger Syndrome)
* have a long-term medical condition or long-term mental health difficulty
* are/have a combination of these

If any of the above applies to you, the University’s Disability Team (which is part of the

University’s Equality Service) will be pleased to talk to you about the support that you need in order to access your studies here at Leeds. For more information about disclosing your disability, funding and support, please visit the Disabled PGRs [website](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/740/disabled_postgraduate_researchers).

You are also very welcome to talk to your Graduate School directly about any adjustments or support that you might require. Contact Michelle Lesnianski, email M.Lesnianski@leeds.ac.uk or telephone 0113 343 1634 to arrange a time to speak to someone.

How can I contact the University’s Disability Team?

You do not have to wait until you have started your course before you contact the University’s

Disability Team. In fact, it is helpful if you contact the Disability Team as soon as possible to enable the University to arrange your support in good time.

*Postal address*:

Disability Team

Equality Service

University of Leeds

LS2 9JT

Visit them on campus: Ground floor, Social Sciences Building

Telephone: 0113 343 3927 (Calls via RNID Typetalk are also welcome)

Textphone/Minicom: 0113 343 2616

Fax: 0113 343 3944

Email: disability@leeds.ac.uk

Website: www.equality.leeds.ac.uk

The Disability Team also runs drop-in sessions for disabled applicants and students every lunchtime during term-time, from Monday to Friday, 12:30pm – 1:30pm. You do not need an appointment to come along to one of these drop-in sessions.

How can I meet other disabled students at Leeds?

There are two student groups at the University that can help you to meet other disabled students and get the most out of your time here. The Disabled Students’ Society and the Students with Disabilities Assembly are based in the Students’ Union. For more information about these groups, visit [www.luuonline.com](http://www.luuonline.com)

Reasonable Adjustments

The process for identifying and agreeing support and reasonable adjustments for the transfer viva and final oral examination is set out in the [PGR Reasonable Adjustments document available from the SES website](https://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments). There are time limits for the assessment/examination and it is therefore important that the need for reasonable adjustments is identified well in advance of the transfer and viva process to allow due consideration to be given prior to assessment/examination. Schools are asked to work in partnership with PGRs who have a declared disability, and Disability Services where required, to identify when reasonable adjustments may be required for the transfer and viva processes, and what those reasonable adjustments might be.

## Holiday entitlement

PGRs are encouraged to have a good work/life balance and are entitled to twenty five days holiday each year as well as the time during which the University is officially closed. The University is normally officially closed for at least 14 days each year (during the Christmas and Easter Periods and Bank Holidays). Closure dates can be found [on the University website](http://www.leeds.ac.uk/secretariat/almanac.html).

Holiday requests can be made via [GRAD](https://research.leeds.ac.uk/do/leeds-auth/login).

## Work outside a research degree programme

Full-time PGRs may [undertake paid teaching activities](https://hr.leeds.ac.uk/info/40/hours_of_work/17/hours_of_work_for_postgraduate_students) at the University, but are subject to a limit of [250 hours per session](https://hr.leeds.ac.uk/info/40/hours_of_work/17/hours_of_work_for_postgraduate_students). We know that teaching experience, or other relevant professional placements, may be beneficial to your career development. You should consult with your supervisor(s) before undertaking any teaching (or the equivalent in professional practice) within the University. More information can be found in the [University’s Code of Practice for PGRs engaged in teaching](https://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/718/postgraduate_research_students_engaged_in_teaching).

# Making Changes

## Advice

We hope that your research experience at Leeds is positive, enriching and rewarding. Sometimes, though, things do not go as they should. If you need independent support and advice, please contact the [LUU Student Advice Centre](https://www.luu.org.uk/student-help-support/). You may also want to access the various resources provided by the [Student Counselling and Wellbeing](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing) team, or the [University Chaplaincy](https://chaplaincy.leeds.ac.uk/). Finally, please remember that you can always talk to your Director of PGR Studies.

## Dissatisfaction with your studies

If you are not satisfied with any aspect of your studies, including your supervision or with the facilities for your research, you are encouraged to consult, as appropriate, your supervisor, Director of PGR Studies, Head of your Faculty Graduate School or other senior member of staff. If after consultation you remain dissatisfied, you should make use of the [University Complaints procedure](http://www.leeds.ac.uk/secretariat/student_complaints.html).

Full information and guidance on complaints, appeals, reports and other matters can be found [on the Secretariat website](http://www.leeds.ac.uk/secretariat/student_cases.html).

## Changing Supervisors

You should be offered the opportunity to meet annually with the School Director of PGR Studies, without your supervisor. This will give you an opportunity to comment on the supervision you receive and to raise any matters of concern.

Your supervisory team is set up with the intention that it will remain in place throughout your research degree studies. In some cases, however, the supervisory team may need to change. For example, this may happen when the main supervisor has research leave and is unable to continue supervision during this period, when the supervisor leaves the University or when the supervisor is on long term sick leave.

Your School must ensure that appropriate arrangements are made so that your progress is not affected by the absence of your supervisor. If the absence of your supervisor exceeds two months, your School will identify alternative arrangements. You should talk to your Graduate School or DPGRS if you have concerns regarding this and make them aware.

## Suspension and Extension of studies

The University understands that some PGRs will encounter events or circumstances which disrupt their academic progress (for example, ill-health or personal difficulties). In many cases they will recover any time that is lost, but where difficulties are sufficiently disruptive this may not be possible.

If you are unable to study, or your progress is significantly disrupted, you need to let your School know as soon as possible. You can do this by contacting your supervisor(s) or your Director of PGR Studies. Alternatively, you may wish to discuss your circumstances with a member of staff in your Graduate School Office.

The University take into account such 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. If your submission deadline is extended and you are in receipt of funding, please be aware that your funding may not automatically be extended also. You would need to discuss funding arrangements with your School if you are granted and extension or suspension.

Authorised absence

This is a short period of absence from studies (normally up to four weeks duration in addition to any period of annual leave) authorised by your supervisor. The absence should not have any effect on your ability to meet deadlines, and no lengthening of your studies will be authorised. A request for a period of authorised absence can be made through [GRAD](https://research.leeds.ac.uk/). Typical reasons for an authorised absence include short periods of illness and personal difficulties.

Suspension of Study

A suspension of study is a period of more than one month when a PGR temporarily leaves the programme and loses their registration status. During this time you would not be expected to progress your research or pay academic fees. You will not have access to supervision, the library or other University facilities (such as laboratories). You will still be able to access IT facilities, such as email. Typical reasons for suspension of study are serious illness, maternity leave or significant personal difficulties. If you feel you need a suspension of study, please let your school know straightaway.

You will be able to resume your studies when you are medically fit to do so or when you have overcome your difficulties. The deadlines of your research degree will be lengthened to take account of the suspension period.

Extension of Study

An extension of study is a lengthening of your candidature to take into account unexpected or unavoidable disruption to studies which has slowed down your progress significantly, and which you are unable to make up the lost time for. You will not leave the programme and will continue to progress your research. Typical reasons for extension include recovery from accident or illness, or significant personal difficulties.

Requesting Suspensions and Extensions of Study

PGRs can request a suspension/extension of study in the following ways:

* by submitting their request via the suspension/extension of study workflow in GRAD: this can be accessed in GRAD via the change request menu. Using GRAD is the preferred method but if the grounds for the suspension/extension of study request is particularly sensitive and/or confidential and you don’t want the details in the system, please discuss your circumstances with the Faculty Graduate School/PGR Administrator before completing the request in GRAD.
* by completing the University’s suspension/extension request form. This form is available on  [the Student Education Service website](http://ses.leeds.ac.uk/downloads/download/585/suspensions_or_extensions_of_study_student).

More information, including the implications on funding and what to do if you are an international PGR can be found [on the SES website](https://students.leeds.ac.uk/info/10124/during_your_research/914/absences_suspensions_and_extensions_of_your_research). You can receive confidential and independent advice from [LUU’s advice centre](https://www.luu.org.uk/student-help-support/) through these processes.

## Unsatisfactory Academic Progress Procedure

You can expect your supervisor(s), as part of the normal supervisory process, to draw to your attention any concerns they have about your academic progress, as they arise. If your academic progress continues to be unsatisfactory then your supervisor(s) may start the Unsatisfactory Academic Process Procedure (UAPP). UAPP is intended to be a supportive process to help you to get back on track with your research. UAPP is usually identified if you have not met your responsibilities as set out the [Code of Practice for Research Degree Candidatures](https://students.leeds.ac.uk/info/103551/research_student_policies_and_procedures/917/research_degree_candidatures_code_of_practice). All information on the UAPP process [can be found on the University website](https://students.leeds.ac.uk/info/10124/during_your_research/772/unsatisfactory_academic_progress_procedure).

## Visa Extensions

If you currently have a Tier 4 visa and need more time in the UK as a PGR, you may be able to make an immigration application in the UK. Please contact the [International Student Office](https://students.leeds.ac.uk/info/10500/international_students/877/international_student_office) about making an immigration application in the UK. They can book an appointment to check your application and documents and assist you in submitting your application to UK Visas and Immigration (UKVI). A list of steps to complete in order to make a successful visa application can be found [on the SES website](https://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk).

## Change of name

The name shown on your award certificate will be the name held on your record. You need to register using your legal name, which is the name shown in your passport or other legal documentation. If you wish to change your name from that used when you first registered with the University, you need to bring supporting evidence that the new name is valid to the Student Services Centre counter (evidence include a birth or marriage certificate, or a deed poll). If you are an international PGR, you will need to bring your passport. Please note that it is not possible to change name after an award certificate has been issued.

## Change of address

Any change in your home or term-time addresses must be notified by logging onto Student Services via [Minerva](https://adfs.leeds.ac.uk/adfs/ls/?SAMLRequest=lVJNb8IwDP0rke%2F9pgIiWsSG0JCYqGjZYbcQQglrExanaD9%2FGR8auyDtEsn2e3n2s0fjr7YhJ2FQapVB5IdAhOJ6K1WdwbqaeQMY5yNkbRMf6aSze7USn51ASxxRIb1UMuiMopqhRKpYK5BaTsvJ64LGfkiPRlvNdQNkgiiMdVLPWmHXClMKc5JcrFeLDPbWHpEGQSuVyzK%2FEWKLPuN%2B9xEwp%2Bz9aAXnpyyXQKauC6mYPXd%2BI7PtDv8yXSJoMAAy04aL8wgZ7FiDAsh8mgFLWK%2Fu9TmL6g07pHXc55IPooTvU37gfQfCgiHKk%2FilIXZirtAyZTOIw2johakXDqqoR5MhjRM%2FHSbvQIrr4E9SXQx95NLmAkL6UlWFVyzLCsjbbTEOANc10LO6uff%2F8cfsZjrk%2F7N4FNwL5tfw7xnk3w%3D%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=DEadSMU%2FAwI8Slu3OKykswiTa10fWQtz1EQQP4N1srVX%2BlLobzo0Q%2FVwz3lbX%2BRd35H6f5MYeXfBltl2TX7gPFApm4%2F%2FaFq0%2F9wMuT0WaFALOsigxSG0fV5kTLHZid1jurORlsU18QmcPR9kTsvgOIdH0RSTI6pzlDcGp5Ip9S5zVujAQriFPodlP3dLxz4Y8C%2FvXHWMw65fDiLu7upjTikG%2BKAVs0uEUQIb0IFUcBWaJQ3r42Tdt4LkCepvR0h6VyAcPuwLwBPtJvtqLTSQUMdcXN%2Bd%2BDkoZhoLgaCrJFJ8ofcFLXSHG%2FMZmm4nwhEGuFfZMfTLktYvUAVX%2BFZ6UQ%3D%3D). International PGRs with Tier 4 Student visas are required to keep the University informed of any changes to their term-time address.

## Leaving the University early

You may find it necessary to leave the University either permanently or temporarily before completing your studies. You should first discuss your intentions with your supervisor(s), the Director of PGR Studies or Head of your parent school. If it is agreed that you should leave permanently, you should fill in a [Leavers Form](https://students.leeds.ac.uk/info/10124/during_your_research/794/leaving_your_research_due_to_a_change_in_circumstances) (available from your school) and return it to your school with your student ID card.

Withdrawal from the University may affect your maintenance grant or scholarship entitlement, so please contact your sponsor if you are considering permanently leaving the University. If you would like advice about the implications of leaving the University permanently, or temporarily suspending your studies, you should initially contact your Faculty Graduate School Office.

Please note the University is required to report international PGRs on a Tier 4 General Student Visa who leave or suspend to UK Visas and Immigration. Please check your [Tier 4 responsibilities](https://students.leeds.ac.uk/info/21506/your_visa/851/tier_4_responsibilities) before you leave.

# Assessment

## Progress Monitoring

There are four milestones for monitoring your progress, each of which is supported by the GRAD system. These milestones are:

Supervision Meetings

Your First Formal Progress Review

The Transfer Process

Your Annual Progress Review

For example, for a full-time PGR starting study on 01 October 2019:

|  |  |
| --- | --- |
| Date (by no later than) | Milestone |
| 01 October 2019 | Commencement of research degree |
| 31 March 2020 | First Formal Progress Review |
| 30 September 2020 | Transfer assessment should be complete within 12 months |
| 30 September 2021 | Annual Progress Review (to be complete by end of Year Two) |
| 30 September 2022 | Annual Progress Review (to be complete by end of Year Three – if thesis not ready for submission) |

If you are on Masters by Research programme there is no requirement to transfer because you are registered for Masters by Research from the outset of your study. You will need to complete the First Formal Progress Review (FFPR) mid-way through your standard period of study. Your period of study may be extended by up to 3 months on academic grounds with the prior approval of the University Graduate Board. If you think you may require an extension to your maximum time limit, please discuss this with your supervisor(s) and your DPGRS.

The University will exceptionally consider requests for Masters by Research PGRs to change to Provisional PhD status. Requests must:

* be supported by your supervisor(s)
* be supported by your Director of PGR Studies
* be made sufficiently early in your studies to allow time to prepare for the transfer assessment

If you are a Tier 4 visa holder, please take advice from the International Student Advice Team before changing your programme of study.

## First Formal Progress Review (FFPR)

Your supervisor is there to support you and progress reviews are an essential key tool that they use to keep you on track. Progress reviews are different to supervision meetings, and enable you to take stock of where you are in your research plan: what progress has been made, what remains to be done and the best way of going about that, and how long it might take you. Your supervision team has the experience and expertise to guide you and to assess the possibility of your success.

Deadlines and submissions

You will complete your First Formal Progress Report (FFPR) about halfway through the first stage of your research degree. For PhDs, the FFPR will provide a good opportunity to ensure a clear pathway through to transfer. After passing transfer you will have subsequent progress reviews annually.

* For full-time study, you should have your FFPR no later than 6 months from the start of your research degree.
* For part-time study, you should have your FFPR no later than 9 months from the start of your research degree.

You need to submit your report through GRAD. In your report, look back on the previous months of research and reflect on your progress. Focus on your training plan to identify skills that you need to develop. Have you completed any training that you planned to do? How are you getting on with your literature search? Do you have any results yet? This can all go into your FFPR. Importantly, you should comment on any issues which may have adversely affected your progress. What were they? How did they affect your progress and how will you get back on track? What support do you need?

What to expect

Once you submit your FFPR through GRAD your supervisor will assess your overall progress, including progress against your training plan. They will also comment on your English language, both your written and communication skills. Your supervisor will arrange a meeting with you to discuss your FFPR. This is intended to be a supportive meeting to help you with forward planning towards transfer. It is also an opportunity for you both to raise any problems with your progress and to identify solutions.

Outcomes

The FFPR is there to help you keep on track with your research degree and raise any issues that might impact on your progress. It will help you think about how to address any challenges and start to prepare for your transfer assessment as well as develop your training plan.

The FFPR is a ‘taking stock’ exercise and not a formal assessment which must be ‘passed’. However, if there are significant concerns about your progress, the Unsatisfactory Academic Progress Procedure (UAPP) may be initiated (see Chapter 4).

## Transfer Assessment

At the University, PhDs are initially registered as ‘Provisional PhD’ candidates. At the transfer stage, you and your project are assessed for upgrade to full ‘PhD’ status. The assessment at the transfer stage is intended to identify:

* whether you and your project have the potential for research at doctoral level;
* whether it is achievable for you to complete your research and write up your thesis within the standard period of study for your programme.

You and your project are assessed by a Transfer Assessment Panel. Their decision is based upon an assessment of academic written material that you have produced and submitted and an oral examination or viva. The Panel comprises at least two individuals who must be independent of your supervisory team. Your supervisor will normally attend but will not be involved in any decision-making.

Transfer Deadlines

The University has deadlines for the transfer assessment to be completed and you can see these on your GRAD record. Some Faculties/Schools will have earlier deadlines for the submission of the transfer report. Your Faculty/School will provide you with guidance on the transfer process in your area, timescales and the material you are expected to submit for assessment.

It is important that you submit your work for assessment on or before the deadline, as failure to do so may lead to you being required to withdraw from your studies.

Your role

In the run-up to transfer, make sure you discuss the process with your supervisor. Think about your progress with your research and raise any concerns you have early on. You will be required to make a written submission for transfer: this should include a planned schedule for your work and will include a synopsis of the work already carried out, a sample chapter and other written or experimental work. There might be additional guidance from your School or Faculty, so check with your postgraduate research administrator as well.

Once your transfer report has been produced, checked, and is ready for submission for assessment, you need to apply for transfer via GRAD. As part of your application, you have the opportunity to comment on any issues which may have adversely affected your progress, confirm that you are aware of and comply with the University’s procedures for the review of ethical issues and to complete a statement of Academic Integrity. You will then need to ensure you are well prepared for the viva with your Transfer Assessment Panel.

Your supervisor’s role

Prior to the transfer assessment, your supervisors will read your transfer submission and complete a report on your progress. They will give a summary of your overall progress, including comments on your written submission. They will also comment on how your training plan is progressing, and recommend amendments to it based on any additional training needs. Your supervisor will comment on your English language, both written and communication skills, in addition to ethical and data storage requirements and identify whether you need support.

Finally, your supervisors will confirm the [ethical review](http://ris.leeds.ac.uk/goodpractice) and [data management](https://library.leeds.ac.uk/info/14062/research_data_management/68/research_data_management_policy) requirements of your project. Your primary or lead supervisor will submit the supervisors’ review on GRAD. The transfer viva date and details of your Transfer Assessment Panel will have been pre-agreed and recorded in GRAD

Transfer Viva

Your Transfer Assessment Panel will be independent from your supervisory team. They will read your transfer submission together with the progress reports that you and your supervisor completed. You will be interviewed by the Panel at your transfer viva. They will ask you questions about your research project to assess whether both you and your project have the potential for successful doctoral study. The Panel will explore:

* the potential for originality and independent critical ability within your research;
* the written style and overall presentation of your submission as well as your ability to communicate your research;
* your understanding of the area of study (for example, your awareness of key literature in the field) and your knowledge of research techniques and methods;
* your planned schedule of work for the remainder of your research, and whether this is achievable within your standard period of study.

After the viva, the Panel will write a report and submit a formal recommendation to the University to confirm whether you should be transferred to your research degree.

Outcomes

Following your transfer assessment, the three recommendations that your Transfer Assessment Panel can make are:

* transfer to doctoral registration
* on your first submission only, defer the decision for a limited period for you to revise and resubmit for assessment
* require you to withdraw from your research degree studies.

If you are registered as a provisional PhD candidate, they can make a fourth recommendation as well:

* transfer to MPhil registration.

Whatever the outcome, full support and instructions on what to do next will be provided to you.

You will be notified formally of the outcome of your transfer assessment by Doctoral College Operations. Normally the notification will be made via GRAD.

## Annual Progress Review (Post-Transfer)

After your transfer, you will have an Annual Progress Review (‘APR’), which will take place each year on or before the anniversary of the start of your studies, until submission of your thesis. The review is intended to be supportive, and to help planning for the completion of your research and submission of your thesis. It is also an opportunity for you and your supervisor(s) to raise any problems with your progression and to identify solutions.

The APR is a ‘stock-taking’ exercise rather than a formal assessment, however, if there are significant concerns about your progress the Unsatisfactory Academic Progress Procedure (UAPP) may be started (see Chapter 4).

There are two models within the University for Annual Progress Reviews:

Model A – an annual review meeting with the PGR, supervisor(s) and an individual independent of the supervisory team (adopted by the Faculties of Biological Sciences, Engineering and Physical Sciences, and Medicine and Health)

Model B – an annual review meeting with the PGR and supervisor(s). A report of the meeting will be produced and reviewed by a committee within the faculty or school (adopted by the Faculties of Arts, Humanities and Cultures, Business, Environment, Social Sciences)

What will you need to prepare?

Whichever model is adopted by your Faculty you will need to submit the following in GRAD in advance of the review meeting:

* reflection on your progress to date (with the opportunity to highlight any issues which may have adversely affected your progress);
* Timetable for completion of your thesis (e.g. a Gantt chart);
* Any written work required by your Faculty/supervisor(s).

Further information on the transfer process, timescales, deadlines, postponement and outcomes is available [on the Student Education Service website](https://students.leeds.ac.uk/info/10124/during_your_research/771/transfer).

## Final Examination

Your research degree is examined through both your written thesis and a viva.

This section sets out the arrangements for research degree examinations. PGRs who are following programmes of study which contain taught modules, or are undertaking individual modules on a stand-alone basis, should also refer to the regulations for taught courses.

All the details relating to 'Thesis submission and examination' can be found [on the SES website](https://students.leeds.ac.uk/info/10125/assessment). You can also [download the University's 'Guide to the thesis examination process'](https://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements) for more detailed information.

The research degree submission process

The research degree submission process is quite complex, so it is important that you understand what is required of you and the timeframe for submission. The [Doctoral College Minerva organisation](https://minerva.leeds.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_474527_1&content_id=_6032538_1&mode=reset) includes the “The final stages of your research: Post-transfer to completion” course which guides you through thesis preparation and preparing for your viva.

The advice of the supervisor(s)

PGRs are solely responsible for the decision to submit their work for examination however you are strongly recommended to seek guidance and advice on your thesis from your supervisors before you submit your thesis.

Entering for Examination

In order to enter for examination, you need to complete the GRAD examination entry workflow, so the examiners can be nominated. This workflow must be submitted at least 3 months before you submit your thesis.

Once you have completed your part of the workflow, it will move to your supervisor, who will nominate the examiners for your thesis. At least one internal examiner and one external examiner will be appointed. In some cases the appointment of an independent chair or a second examiner may be required, depending on the experience of your examining team or whether you have been employed at this University as a member of staff (excluding work as a PGR demonstrator).

Your supervisor may ask for your view on the selection of examiners, but it is them who will nominate the examiners in the administration process. The final decision about the appointment of Examiners is made by the Graduate Board’s Examinations Group.

Preparing your thesis

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 draft prior to submission, and you will receive advice on matters such as clarity and style, as well as academic content. However, you must realise that, at this stage, the relationship between supervisor and PGR is essentially one of academic equals in the particular research area concerned and the advice of the supervisor(s) must be seen as being offered in that context.

Thesis format

The University has a number of regulations in respect of how your thesis should be formatted. It is essential that you take a look at the full format regulations, which you can find in the [Guide to the thesis examination process](https://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements). The guide details the requirements for preparing all bound copies of your thesis, including paper, text and layout, as well as presentation details and length of the thesis.

Make sure you read the guide carefully, and follow the regulations and requirements listed when formatting your thesis for submission: failure to adhere to these regulations may adversely affect your submission process.

Submitting the thesis

Once your thesis is ready, you need to submit print copies of it (normally 2 soft-bound copies) at the Student Services Centre Counter. You then need to provide a PDF copy, or upload it to GRAD, within two working days.

The thesis must be submitted by no later than the maximum period of study for the degree on which you are registered. Failure to submit your thesis for examination by this deadline may lead to you being required to withdraw from your studies. If difficulties arise you must talk to your School/Faculty Graduate School as soon as possible for advice. Doctoral College Operations will send the thesis out to the examiners, normally within 2 working days. Your internal examiner will then make the arrangements for your viva, normally within 3 months of receiving the thesis.

Your Viva

The viva is a vital part of the examination process, and gives you the opportunity to demonstrate your understanding of the research that you have undertaken for your research degree and its relevance to the broader research area. The viva is to ensure that your thesis meets the University standards for the degree, and that you have written and understood the work you have submitted.

Your examination panel will normally consist of at least two people: an internal examiner from the University of Leeds and an external examiner from another organisation, an expert in your field. There are some rare circumstances where there may be three people (see section above on ‘Entering for Examination’). You may also choose to invite one of your supervisors to attend as an observer.

There is no specified length of time for the viva, although a few hours is common.

At the end of your oral examination, the examination panel will ask you to leave the room whilst they discuss their recommendation regarding the award of your research degree. They will then most commonly invite you back into the room a short time later to let you know of their decision (they must inform you within 24 hours at the latest).

Possible examination outcomes

You will be given one of the following recommendations (you can find further detail about what each of these recommendations means, and the next steps, in the [Guide to the thesis examination process](https://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements)):

* that the degree be awarded (without corrections);
* that the degree be awarded subject to editorial and presentational corrections;
* that the degree be awarded subject to the correction of minor deficiencies;
* that the thesis be referred for resubmission;
* that no research degree be awarded.

In the case of PhD submission, the following recommendations are also available:

* that the degree of MPhil be awarded (without corrections);
* that the degree of MPhil be awarded subject to editorial and presentational corrections;
* that the degree of MPhil be awarded subject to the correction of minor deficiencies;
* that the thesis be referred for resubmission for the degree of MPhil.

## After the oral examination

Examiners usually notify the PGR of their recommendation after the viva but must do so within 24 hours. The examiners must prepare a report which is considered at the next Examinations Group meeting. In all cases the examiners’ recommendation is subject to final approval by the [Examinations Group](http://ses.leeds.ac.uk/info/20620/research_student_assessment/765/examinations_group).

You can appeal if you disagree with the outcome of your examination. You can find more information [on the Student Education Service (SES) website](https://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research). You can also get independent advice from the [Leeds University Union Advice Centre](https://www.luu.org.uk/student-help-support/).

Deposit of final thesis (within one month of completing any minor corrections)

If you have passed subject to editorial and presentational corrections or minor deficiencies, your examining team will provide you with a list of thesis corrections, and you need to begin your corrections immediately after the viva, and return them to your internal examiner for approval.

After the internal examiner has approved any corrections and notified Doctoral College Operations (Examinations) and your Graduate School Office that they are satisfied with the additional work that you have done, one copy of the fully corrected hardbound thesis should be submitted to the Student Services Centre within one month of the approval. Please pay particular attention to the timescales for hard binding as set out in the [Guide to the thesis examination process](https://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements).

You also need to upload an exact, pdf copy of the final thesis to [White Rose eTheses Online (WREO)](https://library.leeds.ac.uk/info/1406/research_support/71/submit_your_ethesis). You may discuss the thesis retention arrangements with your supervisor, so you know whether to embargo your thesis from immediate publication for a short period after award.

Publication of Pass List

Your degree will be awarded and your name included on a research degrees pass list after: the corrections have been carried out and approved by your internal examiner; your final thesis has been deposited with Student Services Centre; the examiners’ report has been approved by the Graduate Board Examinations Group; and, any outstanding tuition fees to the University have been paid.

# Beyond the Viva

## Checklist for Finishing

Once you have finished your PhD and satisfied all requirements, what happens next?

The checklist below is intended to help you when you finish your PhD. It is not an exhaustive list, and may therefore need to be modified to meet the needs and situations of individual researchers. Some of the things on this list are the responsibility of the University or School, but some are not. Although not all points in the checklist may apply to you, please do work through this list to ensure that you have checked all the important points pertaining to you and your degree.

|  |  |
| --- | --- |
| 1 | Facilities & Admin |
|  | Clearing workspace/storage/returning equipment |
|  | Return keys/fobs |
|  | Expenses/costs |
|  | Clearing lab space |
|  | Returning materials/chemicals/COSHH and lab records signed off/deposited |
|  | Check student card expiry date |
|  | Apply for alumni library card |
| 2 | Supervisor and Research Arrangements |
|  | Final meeting with supervisory team |
|  | Final presentation with research group / cohort |
|  | Letting your DPGRS know that you have left |
| 3 | Professional Development |
|  | Careers Centre consultation (available to alumni too) / mock interview |
|  | Discussion with supervisors about career opportunities |
|  | Identify referees |
|  | Professional training |
|  | Post-study work visa application |
| 4 | IT Services |
|  | Archive email / redirect |
|  | Email address expiration / extension |
|  | Backing up records (meetings/references) from M: drive |
|  | GRAD archive |
|  | Inform IT that desktop PC can be wiped/reinstalled |
|  | Data/experiments log archived |
| 5 | Personal & Social |
|  | Leaving university accommodation / moving out |
|  | Saying goodbye to colleagues (admin and academic) & fellow PGRs |
|  | Celebration |
|  | Exit Interview & Feedback / Reflection (with DPGRS/Supervisor(s)) |
|  | Arrange to change title with bank, etc. |
| 6 | Graduation (July & December) |
|  | Graduation dates available March / September at: <http://students.leeds.ac.uk/graduationschedule> |
|  | Register for graduation (opens in May / October) or in absentia |
|  | Buy tickets for graduation for friends and family |
|  | Hire/buy gown for ceremony |
|  | Arrange photographs |
|  | Check school arrangements for graduation celebrations |

## Graduation

Once your name has appeared on a pass list you will be eligible to graduate in absentia or at a degree ceremony (held in July or December). You will be required to register your graduation choice (either a ceremony or in absentia) online after you have submitted your thesis for examination. Further instructions can be found on [the graduation pages](http://students.leeds.ac.uk/info/10113/graduation).

Please note that attendance at a ceremony is not guaranteed, and it is subject to the satisfactory award of your degree before the relevant ceremonies: important graduation deadlines for PGRs are published [online](https://students.leeds.ac.uk/info/10125/assessment/916/award_of_your_research_degree_and_graduation).

The University provides each successful PGR with one original copy of the degree certificate. A Diploma Supplement and Statement (DSS) is also issued. The date of award which appears on the final degree certificate and on the DSS is the date of the Graduate Board's Examinations Group meeting at which the examiners’ report was considered and approved.

Doctorate Extension Scheme CAS

The [Doctorate Extension Scheme (DES)](http://students.leeds.ac.uk/info/21505/working_in_the_uk/672/working_in_the_uk_after_study) allows International doctoral graduates to remain in the UK for a further 12 months after their study to undertake employment.

# Appendix: Rules & Regulations

## Disclaimer

This Handbook was published in September 2019. Whilst the University tries to ensure information contained is accurate at the time of publication, some of the information may change at a later date and the University does not accept liability for any inaccuracies contained within it. Where circumstances change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, even after students have registered at the University.

Circumstances outside of the University’s reasonable control include: industrial action, over or under demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness. The University’s contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

## Formal Regulations and Codes of Practice

This section draws together the key regulations, procedure and policy documents that apply to postgraduate researchers at Leeds. Some of these are specific to PGRs, others apply to both taught and postgraduate researchers, and some apply to PGRs in their role as staff members and active researchers.

[Ordinance and Regulations and Programmes of Study for Research Degrees](http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/958/ordinances)

[Intellectual Property Rights (IPR)](http://www.leeds.ac.uk/secretariat/documents/ipr_policy.pdf)

[Student Contract](http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/1134/student_contract_2018-19)

[University General Academic Regulations](http://www.leeds.ac.uk/secretariat/documents/general_academic_regulations.pdf)

[University Code of Practice on Data Protection](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html)

[Code of Practice for Postgraduate Researchers Engaged in Teaching](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/718/postgraduate_research_students_engaged_in_teaching)

Progress and Monitoring

[Attendance monitoring guidance (for Postgraduate researchers)](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research)

[Suspensions/Extensions of Study – policy](http://ses.leeds.ac.uk/download/167/suspensions_and_extensions_of_study)

[Students enrolling on taught modules](http://ses.leeds.ac.uk/download/537/research_students_enrolling_on_taught_modules)

[Change of Mode of Study](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers)

[Change of Research Project](http://ses.leeds.ac.uk/info/22227/research_degree_progress_and_monitoring/1110/change_of_research_project)

Thesis and Examination

[Guide to the thesis examination process](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research)

[Guidance on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/725/solely_or_jointly_authored_papers_within_a_thesis_submission_research_students)

[Submission of a Thesis in a Language other than English](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/727/thesis_in_a_language_other_than_english_research_students)

[Policy for the use of videoconferencing, Skype etc for the oral examination](http://ses.leeds.ac.uk/download/176/video_conferencing_or_skype_or_equivalent_for_a_viva)

[Protocol for an alternative format thesis including published material](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research)

Complaints, Appeals and Disciplinary Matters

[General University Disciplinary Regulations](http://www.leeds.ac.uk/secretariat/documents/gudr.pdf)

[Student complaints procedure](http://www.leeds.ac.uk/secretariat/student_complaints.html)

[Appeals following an adverse academic decision](http://www.leeds.ac.uk/secretariat/documents/pgr_appeals_process.pdf)

[Procedures for investigating plagiarism in research degree work](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/955/regulations_codes_policies_and_procedures_for_postgraduate_research)

[Cheating, Plagiarism, Fraudulent or Fabricated Coursework, and Malpractice in university examinations and assessments](http://www.leeds.ac.uk/secretariat/documents/cpffm_procedure.pdf) (for those programmes with a taught element)

Engaging in Research

[National Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

[Protocol for investigating and resolving allegations of misconduct in academic research](http://www.leeds.ac.uk/secretariat/documents/academic_misconduct_in_research.pdf)

[Policy on Safeguarding Data](http://iss.leeds.ac.uk/info/362/policies/782/policy_on_safeguarding_data)

[Research Ethics – policy, good practice and advice, ethical review forms, trainin](http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/ethical_review_process/university_ethical_review-1/)g

[Research Ethics – training and support from ODPL](http://www.sddu.leeds.ac.uk/sddu-research-ethics-resources.html)

[Data Protection](http://www.leeds.ac.uk/secretariat/data_protection.html)

[Policy on Publication](http://researchsupport.leeds.ac.uk/index.php/policy_and_performance/uol_policies_related_to_research/policy_statement_on_publication_of_research_and_results/)

[Proof Reading Policy](http://www.leeds.ac.uk/secretariat/documents/proof_reading_policy.pdf)

Staff undertaking PhDs

[Part-time research degrees for Leeds staff](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/738/part_time_research_degrees_for_leeds_staff)

Other relevant University Codes and Policies

[Library](http://library.leeds.ac.uk/regulations) Regulations

[Conditions for Use of Computer Systems](http://it.leeds.ac.uk/info/116/policies/260/use_of_computer_systems_policy)

[Mobile and Remote Working policy](http://it.leeds.ac.uk/info/116/policies/253/mobile_and_remote_working_policy)

[Equality and Diversity Policies](http://www.equality.leeds.ac.uk/university-policies-2/)

[Code of Practice on Harassment, Bullying or Victimisation](http://hr.leeds.ac.uk/info/6/support_for_staff/260/dignity_and_mutual_respect/4)

[Code of Practice on Whistleblowing](http://hr.leeds.ac.uk/download/downloads/id/59/code_of_practice_on_whistle_blowing)

[Students with Criminal Records: Policy Statement](http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf)

[Support and Wellbeing](http://students.leeds.ac.uk/#Support-and-wellbeing)

[Code of Practice on Student Health and Conduct](http://www.leeds.ac.uk/secretariat/documents/cop_student_health_conduct.pdf)

## Timescales of milestones for each research degree programme

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Degree | Mode of Study | Standard Period of Study (the  expected time limit for submission) | Maximum Period of Study (Maximum time limit for submission) | Earliest Date for Submission (if reduction to period of study approved) | First Progress Review (FFPR)\* | Transfer Interview to be held\* | Final Decision on Transfer to be taken | Annual Progress Review (APR) to be held annually post-transfer until thesis submitted |
| PhD | Full-time | 3 years | 4 years | at the end of 24 months of FT study | By 6 months | within first 12 months | By 18 months | By 24 months  By 36 months |
| PhD | Part-time | 5 years | 7 years | at the end of 36 months of PT study | By 9 months | within first 24 months | By 30 months | By 36 months  By 48 months  By 60 months  By 72 months |
| PhD (Split-Site new Model A) | Split-Site/  Full-time | 3 years | 4 years | at the end of 24 months of study | By 6 months | within first 12 months | By 18 months | By 24 months  By 36 months |
| PhD (Split-site new Model B) | Split-site/  Part-time | 5 years | 7 years | at the end of 36 months of PT study | By 9 months | within first 24 months | By 30 months | By 36 months  By 48 months  By 60 months  By 72 months |
| Integrated PhD &Master | Full-time | 4 years | 5 years | at the end of 36 months of FT study | By 12 months | within first 24 months | By 30 months | By 36 months  By 48 months |
| EdD | Full-time | 3 years | 4 years | At the end of 24 months of FT study | By 6 months | within first 24 months | By 24 months | By 36 months |
| EdD | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | within first 36 months | By 36 months | By 48 months  By 60 months  By 72 months |
| DClin Ed | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | Within first 30 months | By 36 months | By 48 months  By 60 months  By 72 months |
| DClin Psychol | Full-time | 3 years | 4 years | By no earlier than May of Year 3 of study | By 11 months | within first 18 months | By 24 months | By 36 months |
| DPaedDent | Full-time | 3 years | 4 years | At the end of 24 months of FT study | By 6 months | within first 18 months | By 24 months | By 24 months  By 36 months |
| DPaedDent | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | Within first 30 months | By 36 months | By 36 months  By 48 months  By 60 months  By 72 months |
| MD | Full-time | 2 years | 3 years | At the end of 12 months of FT study | By 6 months | within first 12 months | By 18 months | By 24 months |
| MD | Part-time | 3 years | 5 years | At the end of 24 months of PT study | By 9 months | within first 18 months | By 24 months | By 36 months  By 48 months |
| MPhil | Full-time | 2 years | 3 years | At the end of 12 months of study | By 6 months | N/A | N/A | By 12 months |
| MPhil | Part-time | 4 years | 6 years | At the end 24 months of study | By 9 months | N/A | N/A | By 12 months  By 24 months  By 36 months  By 48 months  By 60 months |
| Masters by Research\*\* | Full-time | 1 year | 1 year | At the end of 12 months of study | By 6 months | N/A | N/A | N/A unless extension to period of study |
| Masters by Research\*\* | Part-time | 2 years | 2 years | At the end of 24 months of study | By 9 months | N/A | N/A | By 12 months |

\* This is the University’s deadline for the FFPR/transfer, however, some Faculties/Schools may have earlier deadlines and PGRs should check with their Faculty/School for local guidance

\*\* Mastership by Research: (a) No reductions to the period of study are permitted and (b) there is no overtime period for the degree of Mastership by Research. The period of study may be extended by up to 3 months on academic grounds with the prior approval of the Graduate Board’s Programmes of Study and Audit Group. Mastership by Research candidates, who think they may require an extension to their maximum time limit, should discuss this with their supervisor(s) and/or PGR Tutor.