This handbook was published in September 2015. Whilst every care has been taken to ensure accuracy at the time of publication, the information in this handbook may change due to updates and amendments to the regulations and policies of Leeds Trinity University and the University of Leeds.

**Leeds Trinity University Disclaimer**
Leeds Trinity University's terms and conditions upon a course offer being made can be accessed at [http://www.leedstrinity.ac.uk/courses-terms-and-conditions](http://www.leedstrinity.ac.uk/courses-terms-and-conditions).

**University of Leeds Disclaimer**
Whilst the University of Leeds endeavours to ensure that the information contained in this brochure is accurate at the date of publication 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.

**Access**
Should you require information in an alternative format – Braille, large print, audio formats, etc. – please contact the Dyslexia and Disability Support Service (Telephone: 0113 2837 138, email: disability.support@leedstrinity.ac.uk).
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Introduction

At Leeds Trinity University, we can trace our origins back to two Catholic teacher training colleges: Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Council in 1965. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains.

Our VISION is to be renowned for developing socially impactful, highly employable individuals through pioneering, research-led learning and teaching.

Our MISSION is guided by our Catholic identity and faith foundation. We provide an exceptional educational experience in a diverse community. We are committed to the promotion of dignity, respect, social justice and equality in order to deliver positive social and economic impacts.

Our VALUES of dignity, respect, social justice and equality are lived out and evidenced by: striving for excellence in all that we do; being a compassionate, respectful and inclusive community that embraces diversity; acting with integrity and transparency; and encouraging dialogue and collaboration.

Our University is part of an academic tradition that celebrates the capacity of human reason to understand reality. Our approach to education and training exemplifies the centuries-old Catholic tradition of celebrating human knowledge, which proceeds from an appreciation of the dignity of the human person and the need for vigorous, respectful and charitable dialogue in the pursuit of truth. The University upholds academic freedom as a prerequisite of authentic learning.
Using this handbook

This handbook is your guide to the Doctor of Philosophy (PhD) degree at Leeds Trinity University. It gives you information about research at Leeds Trinity, the regulations that apply to your registration, and the facilities and services available to you.

Please read this handbook carefully before you begin your research degree and keep it in a safe place – you’ll need to refer to it throughout your programme of study.

A copy of this handbook will also be sent to your Leeds Trinity University email address during your induction.

The electronic version of this handbook contains hyperlinks that will take you directly to the information you need and email addresses to connect you with the services you need. (Some links may require you to be logged into the Leeds Trinity Intranet).

Wherever you see the symbol ctrl + click the heading to follow the link. Other relevant links are also included in the handbook and are similarly indicated.

Leeds Trinity University is an accredited institution of the University of Leeds. This handbook should be read in conjunction with the University of Leeds Research Student’s Handbook, which can be accessed at http://students.leeds.ac.uk/download/3288/research_student_handbook_2015-16.
1. Research Degrees at Leeds Trinity University

1.1 Research at Leeds Trinity

Research at Leeds Trinity is inclusive and aims to push the boundaries of academic knowledge, refine pedagogy, and develop applied consultancy and sector leading professional practice.

Leeds Trinity is investing significantly in its research capacity in preparation for an application for Research Degree Awarding Powers by 2022, including the creation of an ambitious research strategy; development of the professoriate; a number of staff appointments (Director of Research, Research Officer, Postgraduate Research Administrator, Bid Writer, two Post-Doctoral Research Associates); and the provision of a physical space for postgraduate research students. Perhaps most significantly, Leeds Trinity is providing a significant number of PhD studentships over the coming years.

Leeds Trinity has a record of sustained engagement with Research Assessment Exercises from 1992 onwards, submitting two new units of assessment for the 2014 Research Excellence Framework (REF) and an increased number of individuals. In the 2014 REF, 60 per cent of research outputs in Communication, Cultural and Media Studies were rated as 'internationally excellent' or 'world leading.'

CREST

Leeds Trinity University is a member of Consortium for Research Excellence, Support, and Training (CREST). CREST brings together researchers and postgraduates for interdisciplinary events, providing the opportunity to present specialist research to a diverse audience, in particular through the Researcher Mobility Scheme, CREST Networks, Research Skills Events and the CREST Symposia.

Leeds Centre for Victorian Studies

Leeds Trinity is home to the Leeds Centre for Victorian Studies (LCVS), established in 1994. LCVS has a national and international reputation for the interdisciplinary study of the Victorian period. The research centre offers:

- an annual programme of seminars and workshop events
- an annual conference focusing on current Victorian topics
- the tri-annual Journal of Victorian Culture
- a collaborative framework for Victorian Studies in the Yorkshire and Humberside region
- PhD scholarship opportunities

LCVS offers an MA Victorian Studies, providing modules on literary, cultural, art and social history.
Research Degrees

Leeds Trinity offers three research degrees across a range of disciplines. Degrees available are Master by Research (MbR), Doctor of Philosophy (PhD), and Doctor of Philosophy (PhD) by practice.

Current postgraduate research students are pursuing projects on a wide range of subjects including:

- The assessment of impulsivity and aggression
- 19th-century representations of Robin Hood
- The power dynamics within sport voluntourism
- Benjamin Bailey and the Church Missionary Society
- Religion Mission and Ecology
- Behaviour Policy and Practice
- Representations of Victorian Women in Museum and Heritage Sites
- Spectacle and Social Relations, 1851-1914
- Virginia Woolf’s representations of Victorians
- Job Crafting and flexibilisation of working
- Marginalised Communities and Interactive Documentary Practice
- Digital reporting tools in regional UK newsrooms
- Attainment and employability of media graduates

Postgraduate research students are actively encouraged to participate in research events taking place at Leeds Trinity, including

- Bi-annual research days (January and June), featuring research posters, guest speakers, and training sessions for all research-active members of the university
- Regular research seminars through which researcher share their latest findings
- Work-in-progress seminars in which researchers gain feedback on their work
- Trinity Research Talks that bring our research to the public in the Leeds area

Leeds Trinity supports postgraduate research students in the dissemination of their research to the wider academic community via funding for conference attendance and the general public, with specialised media training provided.

The postgraduate research students are encouraged to organise their own research activities, and current activities include a PGR student learning support group, and a Victorian Studies reading group.
1.2 Administrative information

Research Office
The Research Office manages and supports research activities across Leeds Trinity University, building 'intelligence' to help target funding opportunities and monitoring and recording data relating to research activity. It oversees grant applications, internal funding schemes, Leeds Trinity’s research information system PURE, organises Leeds Trinity’s bi-annual Research Day events, support for research assessment exercises, and postgraduate research student administration.

Postgraduate research tutor
The postgraduate research tutor (PGRT) is responsible for co-ordinating admissions, registration, appointment of supervisors; the transfer process for assessment for full degree registration; recording and monitoring progress and attendance of research students; examination arrangements; pastoral care; liaison with Postgraduate Research and Operations; student representation, feedback and channels of communication.

Postgraduate research administrator
The postgraduate research administrator provides administrative support to the postgraduate research tutor in respect of postgraduate research programmes at the University and is a key point of contact between postgraduate research students and Leeds Trinity University.

Leeds Trinity University and the University of Leeds
Leeds Trinity University is an accredited institution of the University of Leeds. Its postgraduate research programmes lead to the award of degrees of the University of Leeds. As a research degree student at Leeds Trinity University your programme of study is administered by Leeds Trinity in conjunction with the Postgraduate and Research Operations (PRO) office at the University of Leeds. Admission, progress, examination, and a decision regarding the award of the degree fall within the remit of the University of Leeds Graduate Board.
2. Terms and conditions

This section contains the terms and conditions of your registration as a research student at Leeds Trinity University.

2.1 Communication from Leeds Trinity University

Students are expected to regularly check their student email account for communications from Leeds Trinity. 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.

2.2 Your personal data

Student Administration maintains the records of each student's career at Leeds Trinity from registration to final graduation.

Data protection policy

In line with the Data Protection Act 1998, Leeds Trinity is committed to ensuring that the data held about individuals is processed fairly and lawfully and that it is held for specified purposes only. Confidentiality will be respected and all appropriate security measures will be taken to prevent unauthorised disclosure.

The Data Protection Act 1998 allows you certain rights as a 'data subject.' These include the right of access to data held on you, the right to prevent processing of that data that causes substantial damage or distress or for direct marketing purposes, and the right to rectify inaccurate information.

You are responsible for ensuring that your personal information held by Student Administration is accurate and up to date. You should therefore notify Student Administration immediately of any change to the personal information we hold about you.

Any queries regarding the information held about you by Leeds Trinity should be directed to the Academic Registrar.

2.3 Registration

Registration is the process by which Leeds Trinity confirms that it holds correct information about its students, their programmes of study and the arrangements for the payment of their tuition fees.

All students must register within four weeks of the start of their studies and thereafter every year on the anniversary of their starting date while they remain candidates for a research degree.
Student Administration will contact students, in advance of their start date, to prompt them to register via the online e:Vision registration facility.

**Registration of continuing postgraduate research students**

All continuing research students (including staff candidates) are required to register on an annual basis within four weeks of the anniversary of their starting date while they remain candidates for a degree.

Students who do not complete registration within the required notice period may be withdrawn. Students who fail to register over a specific time period may be withdrawn from the University and, if here on a Tier 4 General Student Visa, will be reported to the Home Office as not having registered.

If academic fees or accommodation charges from the previous year are still due, then students will be given a provisional registration status only until fees have been paid. Students will be withdrawn if fees are not paid within 4 weeks of their start date.

Permission to re-register may also be withheld in cases where a student has failed to make satisfactory progress or to achieve a satisfactory academic standard of work for the degree programme.

**Authorised Absence**

An authorised absence is a short period of absence from studies (normally up to four weeks duration in addition to any period of annual leave (five weeks)) in any one calendar year authorised by the supervisor. The absence will not have any effect on the student's ability to meet deadlines and no lengthening of the candidature will be authorised.

**Suspension of registration**

A suspension of study is a period of interrupted study (of more than one month) when the student temporarily leaves the programme and loses their registration status. During this time the student is not expected to progress their research or pay academic fees. They are not entitled to supervision and do not have access to the library or other University facilities. Access to IT facilities (e.g. email), however, will remain available.

A period of suspension will not count towards the deadlines for the research degree including the transfer deadline (if this has not taken place) and the maximum time limit for submission of the thesis. Deadlines will, therefore, be lengthened to take account of the suspension period.

When the student resumes study, it will be on the basis that s/he is medically fit to do so and/or that the difficulties have been overcome satisfactorily.
Maternity, paternity, and adoption leave
Leeds Trinity University follows the guidelines of Research Councils UK in regards to maternity, paternity, and adoption leave for postgraduate research students in receipt of a Leeds Trinity University Studentship.

- Leeds Trinity funded students are entitled to up to 26 weeks of maternity leave on full stipend and a further 26 weeks of unpaid maternity leave.
- Leeds Trinity funded students are entitled to up to 10 days ordinary paternity leave on full stipend.
- Leeds Trinity funded students may be entitled to up to 50 weeks of shared parental leave; this may include paid and unpaid leave, depending on the individual circumstances, with any paid leave at full stipend.
- There is no qualifying period for maternity, paternity, shared parental or adoption leave.
- Students may opt to study part-time following a change in their personal circumstances. Part-time study should not be less than 50% of full-time.
- The period of support may be extended to cover the period of absence.
- Submission dates can be amended for periods of maternity, paternity, shared parental or adoption leave, and if the student changes to part-time study.
- There is no limit to the number of periods of maternity, ordinary paternity, shared parental or adoption leave that can be taken during a studentship.

A student matched for adoption will be treated in an equivalent manner to that for pregnant students, where appropriate.

Fee-paying postgraduate research students are required to suspend their registration for the duration of leave (see above).

Requests for maternity, paternity, and adoption leave must be made before the leave is due to begin.

Extension of registration
An extension of study is a lengthening of the candidature to take account of unexpected/unavoidable disruption to studies which has slowed down academic progress significantly. The student will not leave the programme and will continue to progress their research.

Typical reasons for extension include recovery from accident or illness, or significant personal difficulties. Requests will normally be made prior to the completion of the standard period of study and at a point when it is clear how much of the time lost has been compensated for during the standard period of study. A timetable for completion, agreed by the student and supervisor(s) will be required.

In very exceptional cases where the research of a PhD student reveals a substantial quantity of unexpected new material during the third year of full-time study, consideration may be given by the University of Leeds Graduate Board to an extension
of up to one year. Cases will be considered very closely by the University of Leeds Graduate Board and it is anticipated that the number approved will be small.

Periods of suspension are normally granted for no longer than 12 months in the first instance.

Withdrawal
If you should find it necessary to leave Leeds Trinity University either permanently or temporarily before completing your studies, you should first discuss your intentions with the postgraduate research tutor. If it is agreed that you should leave permanently you should fill in a Withdrawal Form, which can be obtained from Student Administration.

Withdrawal from Leeds Trinity may affect any grant entitlement or studentship award. It is sensible, therefore, to contact your sponsor if you are considering permanently withdrawing or temporarily suspending your studies to find out how it might affect your position. If you would like advice about the implications of leaving Leeds Trinity permanently or temporarily suspending your studies, you should consult your supervisor or the postgraduate research tutor.

A student may be presumed withdrawn if they do not attend supervision meetings or respond to Leeds Trinity correspondence.

Please note that Leeds Trinity University and the University of Leeds are required to report international students on a Tier 4 General Student Visa who leave or suspend their studies to the Home Office.

UK Visas and Immigration (UKVI)
Before coming to study international students need to ensure that they have obtained the right type of visa to study in the UK, have sufficient funds to cover living costs, and passed any relevant health checks.

Advice and support for international students can be accessed at www.leedstrinity.ac.uk/international/advice-and-support/visas-and-immigration

Tier 4 of the Points-Based System places requires students and education providers to comply with certain responsibilities. These responsibilities apply wherever you study as a Tier 4 student and are not particular to the University of Leeds and Leeds Trinity University. Please take care to read the following pages carefully so you are aware of what you and the University of Leeds and Leeds Trinity University are required to do.

As a Tier 4 student, the Home Office expects you to meet a number of conditions which are listed below:

- Remain registered as a full-time student and attend all of your supervision meetings, seminars, research training and other research events. If you are not able to attend then you should inform your School/Department as unauthorised absences must be monitored and prolonged absences can result in reports to the Home Office and curtailment of your visa.
Register with the police if it states on your visa that you are required to do so. You must also make sure that your police certificate is kept up-to-date with your current address and immigration permission.

Leave the UK if you stop studying (for example if you are granted a suspension of studies). You should always seek advice from Student Administration if your registration status is about to change.

Not breach the conditions of your visa. This includes ensuring that you do not work more hours than you should.

Inform Leeds Trinity University if you change immigration status and no longer have Tier 4 immigration permission. You can do this by bringing your new visa into Student Administration.

Inform the university every time you obtain a new Tier 4 (General) Student visa by bringing your Biometric Residence Permit and your passport to Student Administration.

Ensure Leeds Trinity University holds up to date contact details for you. This should include your UK address as well as telephone numbers and any personal email addresses. We may need to communicate urgent immigration-related information to you via these contact details so it is essential that you keep them up to date and check your messages regularly.

Inform Leeds Trinity University if your application to the Home Office is refused. You should seek advice from Student Administration if this happens.

If you change to a shorter programme, you must inform the UK Border Agency by emailing them at https://eforms.homeoffice.gov.uk/outreach/AddressUpdate.ofml

You can do simple things to protect your immigration status in the UK. Read the UKCISA information sheet ‘Protecting your Tier 4 immigration status’ for more details (see below).

For more information about your rights and your responsibilities while you are in the UK visit the Home Office website (see below).

As Tier 4 Sponsors, the Home Office requires the University of Leeds and Leeds Trinity University to do the following:

- Ensure that we have up-to-date contact details for all Tier 4 students
- Ensure we have a copy of all students’ current Tier 4 (or other) visa
- Inform the Home Office of any students who fail to register for their programme of study
- Inform the Home Office of any students who interrupt or withdraw from their programme of study and confirm the date that they intend to leave the UK.
- Monitor the attendance of Tier 4 students and report to the Home Office any students who fail to meet Home Office requirements.
- Inform the Home Office about any significant changes to a student’s circumstances or programme of studies (e.g. if a student completes the
programme early). Failure to attend your programme of study, or to document your supervisory meetings properly, could lead to withdrawal of your candidature. Leeds Trinity University would be required to send a report to the Home Office informing them of your lack of attendance and withdrawal. The report would lead to your leave to remain in the UK being curtailed.

Candidates should see: 
http://www.internationalstudentsupport.leeds.ac.uk/immigration/tier_4_responsibilities/

Please note the information be subject to change due to changing requirements of the Home Office.

As an International student it is your responsibility to ensure that you have valid immigration permission at all times during your study at Leeds Trinity University, whilst you are in the UK. If you allow your immigration status to lapse at any time during your registration will suspend your study or withdraw you from your programme of research. You must keep Leeds Trinity University informed of any changes to your immigration status throughout your candidature.

Full details of immigration regulations for students can be found on the UKVI website: 
www.gov.uk/visas-immigration

Further information can be accessed through the UK Council for International Student Affairs: http://www.ukcisa.org.uk/International-Students/About-UKCISA/

**Holiday entitlement**

Research students may, with prior agreement of their supervisor(s), take up to twenty five days holiday each year as well as the time during which Leeds Trinity University is officially closed for public holidays.

**Public Holiday Arrangements 2015/2016**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Christmas</strong></td>
<td>Friday 25 December</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td></td>
<td>Monday 28 December</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td><strong>New Year’s Day</strong></td>
<td>Friday 1 January 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td><strong>Easter</strong></td>
<td>Friday 25 March 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td></td>
<td>Monday 28 March 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td></td>
<td>Tuesday 29 March 2016</td>
<td>LTU designated</td>
</tr>
<tr>
<td><strong>May Day</strong></td>
<td>Monday 2 May 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td><strong>Spring Bank Holiday</strong></td>
<td>Monday 30 May 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td></td>
<td>Tuesday 31 May 2016</td>
<td>Grace and Favour</td>
</tr>
<tr>
<td><strong>Summer Bank Holiday</strong></td>
<td>Monday 29 August 2016</td>
<td>Public Holiday – statutory</td>
</tr>
<tr>
<td></td>
<td>Tuesday 30 August 2016</td>
<td>Grace and Favour</td>
</tr>
</tbody>
</table>
2.4 Fees
The annual tuition fees for postgraduate research students for 2015/2016 are £3,700 for EU students and £11,500 for non-EU students. If you study the course on a part-time basis then your fees would be pro-rated accordingly. To discuss part-time fees and tuition fee payment plans contact Julie Walker, Finance Assistant, in the Finance Office (j.walker@leedstrinity.ac.uk).

If you have any problems regarding payment you should contact the Finance Office immediately. Non-payment of fees may result in Leeds Trinity's facilities, e.g. e-mail, computer facilities and library borrowing rights, being withdrawn.

2.5 Financial Support
In general, there is no centrally funded mandatory support available to postgraduate students. If you have been awarded a studentship the postgraduate research tutor will inform the Finance Office as soon as possible, so that your studentship can be credited to your account on a monthly basis.

The Alternative Guide to Postgraduate Funding
The Alternative Guide to Postgraduate Funding is about how postgraduate research students looking for financial support for fees, maintenance, research expenses, conferences, travel, etc. can access charities and trusts as funding sources.

The Alternative Guide to Postgraduate Funding will show you how to identify, how to find, how to approach, and how to successfully apply to charities. It also contains a database with 800 charities, with more being added each month. Leeds Trinity University subscribes to The Alternative Guide to Postgraduate Funding so you can access all the available resources by logging in with your university email address.

Tax credits and benefits
You may be eligible for child tax credits (if you have a child under 16 years old or a child under 20 who is in full time non-advanced education) and / or working tax credits if you work more than 16 hours a week (if you have children and/or a disability) or if you are over 25 and work a minimum of 30 hours a week. Tax credits are means-tested on your household income and some income from student funding will be taken into consideration in an assessment.

For more information visit www.hmrc.gov.uk/taxcredits/index.htm.

If you have certain circumstances (for example if you have children and/or a disability) you may qualify for housing benefit and/or income support (or other applicable means-tested benefits). Most benefits are means-tested on your household income and some income from student funding will be taken into consideration in an assessment.

For more information and to find out if you may be eligible or how to claim please visit www.gov.uk/browse/benefits.
Disabled Students Allowance
UK postgraduate students with a disability may be eligible for help with a Disabled Students Allowance. Financial assistance is available for:

- Items of specialist equipment
- Assistance towards the cost of a non-medical personal helper
- General disability related course costs

Visit [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas) website or visit Leeds Trinity Disability Services (see Section 4.5) for more information.

Professional and Career Development Loans
Professional and Career Development Loans are bank loans that can be used to help pay for work related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning (or three years if it includes one year’s relevant unpaid practical work). The Skills Funding Agency will pay the interest on the loan while you are learning and for one month afterwards. The loan can be used to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. Because the Professional and Career Development Loan is a commercial loan product, they should only be considered as an option once all other student funding options have been investigated.

For further information on financial assistance to support your learning, please visit [www.gov.uk/career-development-loans](http://www.gov.uk/career-development-loans) or contact Careers Advice on 0800 100 900. Leeds Trinity’s learning provider registration number is 6186.
3. Your Research Degree

This section sets out the specific details of your research degree candidate including the learning outcomes and assessment criteria for your research degree, including your professional and personal development as a researcher. Information of the submission and examination process is provided. This section also sets out the definitions of academic integrity employed by Leeds Trinity University and the University of Leeds.

3.1 Doctor of Philosophy (PhD)

Doctor of Philosophy (PhD) is an advanced research degree providing a thorough grounding in research methods through a combination of research training and the completion of a substantial research project. A PhD is a professional research qualification and is usually considered essential for a career in higher education. Leeds Trinity University offers PhD degrees by practice-led research for students in Media, Film, and Culture.

3.1.1 Period of study

The standard period of study for a PhD is 3 years for full-time study and 5 years for part-time.

The maximum period of study is the time limit for submission of your thesis for examination, and is 4 years for full-time study and 7 years for part-time.

An extension to the maximum period of study is only given if a case can be made by Leeds Trinity to the Graduate Board of the University of Leeds on academic grounds and this case should be made towards the end of the standard period of study. Such a case would be expected to show that some unforeseen and unforeseeable circumstances had arisen which had significantly and adversely affected the progress of the research of the candidate and against which precautions could not reasonably have been taken. Cases will be considered very closely by the University of Leeds Graduate Board and it is anticipated that the number approved will be small.

The earliest dates you can submit your thesis for a PhD is at the end of the second year for full-time registration and at the end of the third year for part-time.

3.1.2 Provisional registration and transfer

All doctoral students are initially registered as either provisional doctoral students and subject to a formal transfer assessment process within a specified timescale. If successful in this assessment, the student is transferred to a specific degree category after an initial, provisional stage.

The assessment at the transfer stage is intended to identify whether the individual student and the research project have the potential for research at Doctoral level and also to assess whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation. Assessment for transfer will
normally take place within 12 months after registration for full-time students and 24 months for part-time students.

**Transfer Assessment Panel**
Assessment takes the form of a Transfer Assessment Panel including at least one person with expertise in the candidate’s research area who has not been involved in supervision, and the candidate’s supervisor(s). The supervisor(s) will take an observer’s role at the meeting unless specifically requested by the Chair of the panel.

Candidates will be given confirmation of the date of the Transfer Assessment Panel at least two weeks in advance.

The decision to transfer is based on the submission of appropriate material of a report/document written and submitted by the student, including

- a report of progress to date including a synopsis of work carried out and a summary of the periodic reports by the supervisor;
- a substantial piece of written work – approximately 6,000 words or equivalent – which may include a review of appropriate literature showing critical engagement with previously published material and making clear the purpose of and justification for the research;
- an outline of work planned, with a time-scale leading to completion of the research – this will clarify the objectives of the research, its methodology, contribution to the field and, where appropriate, the ethical concerns of the research.

The candidate will be expected to be able to defend the arguments made in the written work and the research design during the review meeting.

Panel members will seek clarification of the research objectives and design, and raise matters relating to any aspect of the research which concerns them.

The candidate may be asked to leave the room at the end of the discussion while the panel comes to a verdict. In normal circumstances the candidate will be asked to come back into the room to hear the recommendations of the panel following consideration of the written and spoken contributions of the candidate.

The recommendations that may be made by Transfer Assessment Panels are:

- transfer to doctoral registration;
- transfer to Master of Philosophy (MPhil) registration;
- on the first occasion only, deferment of a decision about the transfer for a limited period to permit the work to be revised and then reassessed;
- that the candidate withdraw from the research degree candidature.
3.1.3 Learning outcomes
On completion of the research programme students should have shown evidence of being able:

- to discover, interpret and communicate new knowledge through original research and/or scholarship of publishable quality which satisfies peer review;
- to present and defend original research outcomes which extend the forefront of a discipline or relevant area of professional/clinical practice;
- to demonstrate systematic and extensive knowledge of the subject area and expertise in generic and subject/professional skills;
- to take a proactive and self-reflective role in working and to develop professional relationships with others where appropriate;
- to independently and proactively formulate ideas and hypotheses and to design, develop, implement and execute plans by which to evaluate these;
- to critically and creatively evaluate current issues, research and advanced scholarship in the discipline;
- to demonstrate systematic knowledge of and be able to critically assess, analyse and engage with the ethical and legal context of their research and any ethical and legal implications of their research.

3.1.4 Transferable key skills
Students will have had the opportunity to acquire the following abilities through the research training and research specified for the programme

- the skills necessary for a career as a researcher and/or for employment in a senior and leading capacity in a relevant area of professional/clinical practice or industry;
- evaluating their own achievement and that of others;
- self-direction and effective decision making in complex and unpredictable situations;
- independent learning and the ability to work in a way which ensures continuing professional development.

3.1.5 Learning context
For Doctor of Philosophy students the learning context will include the critical analysis of, and decision making in, complex and unpredictable situations. The structure of the programme will provide research training, breadth and/or depth of study and opportunities for drawing upon appropriate resources and techniques. Opportunities will be provided for students to develop:

- develop to a high level interests and informed opinions
- develop to a high level their design and management of their learning activities
- develop to a high level their communication of their conclusions;
- make an original contribution to the field
Students will be expected to engage in the exercise of autonomous initiative in their study and work in professional environments.

3.1.6 Assessment
Achievement will be assessed by the examination of the candidate’s thesis and performance under oral examination. It will involve the achievement of the candidate in:

- evidencing an ability to conduct original and independent broad and in-depth enquiry within the discipline or within different aspects of the area of professional/clinical practice normally leading to published work;
- drawing on and/or developing a range of research techniques and methodologies appropriate to enquiries into the discipline/area of professional practice;
- demonstrating independent critical ability in the application of breadth and depth of knowledge to complex issues within the discipline or specialist area of professional/clinical practice;
- drawing on a range of perspectives on the area of study;
- evaluating and criticising received opinion;
- making reasoned and well-informed judgements on complex issues within the specialism whilst understanding the limitations on judgements made in the absence of complete data
- the written style and overall presentation of the thesis

3.1.7 Timeline
This timeline provides an overview of the stages of a Doctor of Philosophy degree. Information in brackets refers to part-time candidates.

<table>
<thead>
<tr>
<th>Year One</th>
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<tbody>
<tr>
<td>Pre-arrival</td>
<td>Registration</td>
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<tr>
<td>On arrival</td>
<td>Welcome and induction</td>
</tr>
<tr>
<td>1 week</td>
<td>Initial supervisory meeting to agree the ground rules for supervision and student activity</td>
</tr>
<tr>
<td>1 Month</td>
<td>Complete training needs analysis and produce training and development plan</td>
</tr>
<tr>
<td>3-6 Months (6-12 Months PT)</td>
<td>Obtain ethical approval for all research involving human participants, genetically modified organisms to be released into the environment, or which has a significant impact on the environment</td>
</tr>
<tr>
<td>6 Months (9 months PT)</td>
<td>Progress review</td>
</tr>
<tr>
<td>12 Months</td>
<td>Transfer Assessment Panel</td>
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</table>
### Year Two

<table>
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<tr>
<th>Duration</th>
<th>Event</th>
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<tbody>
<tr>
<td>12 Months</td>
<td>Re-register</td>
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<tr>
<td>(12 Months PT)</td>
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<tr>
<td>(18 Months PT)</td>
<td>(Transfer Assessment Panel)</td>
</tr>
<tr>
<td>24 Months</td>
<td>Progress review</td>
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<tr>
<td>(24 Months)</td>
<td>(Progress Review)</td>
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### Year Three

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<th>Duration</th>
<th>Event</th>
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<tr>
<td>24 Months</td>
<td>Re-register</td>
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<tr>
<td>(24 Months PT)</td>
<td>(Re-register)</td>
</tr>
<tr>
<td>33 Months</td>
<td>Submit examination entry form</td>
</tr>
<tr>
<td>36 Months</td>
<td>Submit thesis</td>
</tr>
<tr>
<td>(36 Months PT)</td>
<td>(Progress Review)</td>
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<tr>
<td>(Year Four – PT only)</td>
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</tr>
<tr>
<td>(36 Months PT)</td>
<td>(Re-register)</td>
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<tr>
<td>(48 Months PT)</td>
<td>(Progress Review)</td>
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<tr>
<td>(Year Five – PT only)</td>
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</tr>
<tr>
<td>(48 Months PT)</td>
<td>(Re-register)</td>
</tr>
<tr>
<td>(57 Months PT)</td>
<td>(Submit examination entry form)</td>
</tr>
<tr>
<td>(60 Months PT)</td>
<td>(Submit thesis)</td>
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<tr>
<td>Examination</td>
<td></td>
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<tr>
<td>Graduation</td>
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### 3.2 Supervision

All postgraduate research students are solely responsible for the planning, development, and conduct of their research project and the content of their thesis. However, they can expect to receive guidance and support from the academic staff of Leeds Trinity University. To oversee their research each student is assigned a supervisory team comprising a lead supervisor plus one or more additional supervisors, which may include a supervisor or mentor from the University of Leeds.

If you encounter any problems with your supervisory team then you should speak to the postgraduate research tutor. For information on formal complaints about any aspect of supervision or with facilities available for their research please refer to section 7.1.
3.2.1 The role of the supervisor
In the early stages of your research degree candidature your supervisor(s) is responsible for

- ensuring that the student is introduced to the facilities of Leeds Trinity University and the University of Leeds that are relevant to the research and that he or she is fully aware of relevant Health and Safety regulations;
- assisting the student in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship must be carefully considered;
- assisting the student to clarify the research question which the study seeks to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;
- ensuring, in consultation with the postgraduate research tutor and Chair of the Research and Knowledge Exchange Committee, that the student has access to the necessary facilities for the research, including access to facilities such as printing, photocopying and facilities commensurate with the requirements of the research;
- agreeing a supervisory programme with the student and arranging regular meetings with the student;
- approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to students that Leeds Trinity University and the University of Leeds attach great importance to the timely completion of research;
- conducting, with the student, a training needs analysis within one month of commencement of study and agreeing a training plan.

Throughout your research degree candidature your supervisor(s) is responsible for monitoring your attendance (see section 3.2.3) and progress by

- reviewing the training plan regularly (at least annually) and to assist the students in identifying other training needs and in reflecting upon their personal development, for instance by reference to the Statement on Learning Outcomes (see section 3.1.2);
- where the programme contains subject specific modules, directing the student through the relevant programme of courses;
- seeking to ensure that the student receives available research training (e.g. by attendance at courses) which may be necessary or appropriate in the individual case;
- making students aware of any relevant Research Governance requirements and ethical procedures and ethical review;
• making students aware of Leeds Trinity University and the University of Leeds’s policy on Safeguarding Data – Storage, Backup and Encryption;
• preparing regular reports on the student’s progress;
• Ensuring, in partnership with the student, that there are written records of formal supervisory meeting.
• commenting within a reasonable time on written work submitted by the student;
• otherwise advising generally on the research and preparation of the thesis;
• alerting the postgraduate research tutor, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a student;
• reporting to the postgraduate research tutor any suspected instance of research misconduct including plagiarism;
• ensuring that the student receives written feedback on the assessment of progress, and to draw to the attention of the student problems when they arise, (where necessary this should be done in writing);
• taking action to bring to the attention of the postgraduate research tutor any concerns about a student’s unsatisfactory progress;
• reporting to the postgraduate research tutor when there has been no contact with an individual research student or when there has been a pattern of absences which is affecting the student’s progress or causing concern for the student’s well-being;
• keeping the postgraduate research tutor informed of any absences likely to impact upon time available for supervisory duties.

Prior to submission and examination of the research thesis your supervisor(s) is responsible for

• reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the student in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the student in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the student to act on any comments received. Any planned periods of absence by the supervisor from the University of Leeds should be taken into account.
• sending forward recommendations for the appointment of Examiners to the postgraduate research tutor
• ensuring that the student is aware of the University of Leeds arrangements for the examination of research degree theses and the time limits for submission and ensuring that the student receives appropriate guidance about the oral examination including, where requested, a ‘mock viva.’
3.2.2 The role of the student
Throughout their research degree candidature, postgraduate research students have the following responsibilities:

- to be familiar with the regulations and procedures of the University of Leeds and Leeds Trinity University relevant to research degree candidatures and to comply with them;
- to assist the University of Leeds and Leeds Trinity University in keeping their personal record up to date by cooperating fully with administrative procedures;
- to ensure that they complete registration and make payment of fees at the appropriate times;
- to comply with normal working arrangements of Leeds Trinity University;
- to comply with Health and Safety requirements;
- to reach agreement with the supervisor on an appropriate training plan;
- to take measures to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor;
- to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend for formal supervision meetings;
- to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;
- to carry out research effectively, to attend Leeds Trinity University (and where appropriate, the University of Leeds), to present work regularly and to an adequate standard in an appropriate form and against an agreed timescale taking into account any holiday entitlement;
- to submit, when requested, regular written summaries of overall progress to their supervisors or, where appropriate, Research Support Group/postgraduate research tutor;
- to discuss with their supervisor whether any teaching or other work undertaken will adversely affect the time available for the conduct of the research and make appropriate arrangements;
- to comply with any ethical requirements or appropriate Research Governance;
- to comply with the University of Leeds’s policy on Safeguarding Data – Storage, Backup and Encryption;
- to make use of relevant facilities provided by the University of Leeds and Leeds Trinity University and abide by the regulations specified for the use of these facilities;
- to promptly draw to the attention of the supervisor or postgraduate research tutor when there is a situation where it may be necessary to request a suspension or extension of study. If appropriate, documentary evidence should be provided (e.g. medical certificate);
- to consult with the postgraduate research tutor or appropriate senior member of staff, in confidence, if they have serious concerns about the student/supervisor relationship;
• to discuss with the supervisor, in good time where possible, should they wish to be away from their research activity for a substantial period (e.g. in the case of a full-time student for more than five working days);
• to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
• to ensure that at all times they observe high standards of academic conduct and integrity and are aware of the consequences of failure to observe the University of Leeds’s requirements.

3.2.3 Attendance and monitoring
Full-time research students will have a minimum of 10 supervision meetings a year. The relevant number for part-time students is 5 a year. However, the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas.

In order to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study. Full-time students will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 5 a year).

Supervision meetings may take place in a variety of forms (for example in face to face meetings when the student is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (e.g. Skype) or email where appropriate). It is the responsibility of the candidate to initiate these meetings and to provide the supervisor(s) with written drafts of the thesis for comment by the supervisor within an agreed timescale.

3.2.4 Change of supervisor(s)
A student’s supervisory team is set up with the intention they will remain the same for the duration of the candidature. In some cases, however, the supervisory team appointed for a particular candidate may need to change during the period of study (for example, due to the main supervisor having research leave and being unable to continue supervision during this period, a supervisor leaves the University, or a supervisor is on long term sick leave). If the supervisor is due to take up an appointment at another institution Leeds Trinity will normally convene a meeting to confirm future supervisory arrangements. Leeds Trinity will inform students of any changes to their supervisor(s) at the earliest opportunity.

The postgraduate research tutor has practical responsibility for overseeing supervisory arrangements and will ensure alternative arrangements are put in place at the earliest opportunity to ensure that continuity of supervision is maintained. Changes to a student’s supervisory team must be approved by the University of Leeds Graduate Board.
3.2.5 Annual meeting with the postgraduate research tutor
All postgraduate research students may request an annual meeting with the postgraduate research tutor to review progress, discuss this with the student and to enable the student to comment upon the nature of the supervision received and to draw attention to any matters of concern.

Where the postgraduate research tutor is the supervisor a nominee should be appointed.

3.3 Research training and personal development
Postgraduate research students are provided with a range of training and development activities designed to help them progress in three ways:

- first, to develop them as a student through the development of a range of generic advanced study skills;
- second, to equip them with generic skills for their future life; and
- third, to develop them as a researcher though training in generic research methods and discipline specific skills.

The modern research degree combines the bedrock of research skills and knowledge with the opportunity to develop a much wider range of attributes, so as to prepare researchers for employment and help them realise their ambitions, whatever their chosen career path.

3.3.1 Personal development planning
Personal development planning (PDP) is a structured and supported process undertaken by an individual to reflect upon their own learning, performance, and achievement and to plan for their personal, academic, and career development.

PDP is a cycle of activity that helps postgraduate research students

- take responsibility for their personal, career, and academic development
- be self-aware of their strengths and weaknesses as a learner
- to plan what they want to achieve
- to develop their transferrable key skills
- to articulate the range of developed skills

PDP involves taking stock of your achievements and identifying any gaps in your skills and experience (where am I now?); setting goals for the future (where do I want to be?); and making plans to achieve those goals (how do I get there?) with the necessary resources and support (what support do I need?). After you have put your plan into action and recorded the results you are ready to reflect on your progress (what have I achieved?) and to review your performance (how did I do?) with an eye to future personal development.
The PDP Cycle

The PDP process takes in a wide range of activities including

- PGR student's research diaries
- PGR student's reflections
- Development of research and development training plans
- Records of meeting with supervisors
- Progress reviews
- Research activities within Leeds Trinity (e.g. research days) and beyond (e.g. conferences, workshops, etc.)
- Feedback from peers, academics, journal article reviewers, etc.

The different components of the PDP process will form a dynamic portfolio that represents a PGR student's development at Leeds Trinity. The portfolio may comprise a written record of achievement or an online presence (such as a blog or personal website).

PGR students should discuss their personal development planning with their supervisor(s) at least once every six months.
3.3.2 Researcher development framework

The Researcher Development Framework (RDF) has been developed at the national level and is a valuable tool in helping researchers consider their own personal and professional development.

The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development.

The framework is a comprehensive new approach to enhancing the careers of researchers. It was developed by and for researchers, in consultation with academic and non-academic employers.¹

The RDF identifies skills and attributes of researchers in four broad domains. Within each of the domains are three sub-domains and associated descriptors, which describe different aspects of being a researcher. Each of the sixty-three descriptors contains between three to five phases, representing distinct stages of development or levels of performance within that descriptor.

Use the Researcher Development Framework to help you:

- explore all the aspects of being a researcher
- identify your strengths
- prioritise areas for professional development
- write a plan, then monitor progress and success
- have productive discussions with others, e.g. your supervisor, PI, careers advisor or other professional development provider
- look for formal and informal development opportunities
- prepare for one-to-one progress reviews, appraisals or career development conversations with your research manager or mentor.

When you are looking at future career options and goals, the RDF helps you to:

- consider the capabilities and experiences that will enhance your career prospects
- assess opportunities provided by your institution and look for development opportunities outside your research
- highlight, articulate and provide evidence of the transferability of your capabilities and expertise in your CV, in job applications and at interviews.

¹ www.vitae.ac.uk/rdf
3.3.3 Your training and development plan

Research training and development at Leeds Trinity University is *needs based* so that it is sensitive to the distinctive characteristics of the research project and that it also reflects the state of preparation, the developmental needs and the research subject of the individual researcher.

It is a requirement that every research student discusses their training and development needs with their supervisor, agrees a training plan, and records the training plan as part of their PDP portfolio within one month of commencement of study. Your supervisor(s) will monitor your progress against the training plan regularly.
### A step-by-step guide to you training and development plan

<table>
<thead>
<tr>
<th><strong>Step 1: Training needs analysis</strong></th>
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<tbody>
<tr>
<td>Needs analysis is designed to support you in thinking about your personal and professional training and development needs ahead of a discussion with your supervisor(s). The Researcher Development Framework and will help you consider your training needs within the context of your research degree and your future career.</td>
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<tr>
<th><strong>Step 2: Identify training and development opportunities for your needs</strong></th>
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<tbody>
<tr>
<td>You should consider the range of training and development opportunities open to you.</td>
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<tr>
<td>Training and development opportunities are provided by Leeds Trinity University throughout the year.</td>
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<tr>
<td>You can also access events and activities at the University of Leeds. Details of workshops available through the University of Leeds can be found at <a href="http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students/">http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students/</a>.</td>
<td></td>
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<tr>
<td>You should also consider development opportunities beyond Leeds Trinity delivered by professional associations, charities, other universities, etc., which often provide training for postgraduate research students (though they may require a fee).</td>
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<tr>
<th><strong>Step 3: Planning your training and development</strong></th>
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<tr>
<td>You should discuss your training needs with your supervisor(s) and agree a training plan. The training plan should set out the skills that you wish to develop. It should include clear and achievable targets stating deadlines for completing different training activities. It should also detail where you are going to access particular training and development opportunities from. A training plan is personal and based on your own self-analysis and should be more than a commitment to attend a series of courses offered by your university.</td>
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<tr>
<td><em>You must record your Training and Development Plan as part of your PDP portfolio.</em></td>
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<tr>
<th><strong>Step 4: Record and reflect on your training and development</strong></th>
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<tr>
<td>Keeping a record of your training and development activities is an essential part of the PDP process. These records will form the basis of your reflection and future planning and so it is essential that you record what you have achieved and any feedback received while the matter is still fresh in your mind.</td>
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3.3.4 Training for practice-led research degrees
For students registered for practice-led research degrees the training needs analysis should take into account practical skills necessary for the conduct if the research project.

Specific practice-based media skills training will be delivered by TrinityVision, Leeds Trinity's in-house production company. In addition, Leeds Trinity students will have access to training events offered by University of Leeds SDDU Graduate Training Centre and the LEAP Training Hub; attendance at these training courses will be negotiated and publicised by the Leeds Trinity postgraduate research tutor.

3.4 Good research conduct
The principles of good research practice encourage those involved in research to consider the wider consequences of their research, and engage with the practical, ethical and intellectual challenges inherent in high quality research.

The RCUK Policy and Guidelines on the Governance of Good Research Conduct aims to help researchers and research organisations to manage their research to the highest standards, and provides guidance on the reporting and investigation of unacceptable research conduct. The full text of the policy and guidelines can be accessed at http://www.rcuk.ac.uk/Publications/researchers/grc/

3.4.1 Ethical review
Leeds Trinity and the University of Leeds have a responsibility for ensuring that research conducted by its staff and research students abides by accepted standards of conduct and ethics. All research must be conducted with respect for participants and in compliance with legislative and funder requirements. In particular, it is important to ensure that research involving human subjects, personal data or human tissue is conducted in a manner that protects the welfare, dignity and rights of participants; and that research with the potential for significant adverse environmental impact is properly considered and managed.

The purpose of ethical review is not to discourage controversial or high-risk research. An ethical approach to research should not imply an impediment to the pursuit of knowledge, rather, the clear recognition of and preparation for the risks inherent in that pursuit, and their responsible management.

In all disciplines the ethical aspects of your research should be discussed with your supervisor as part of the research design and management process. It is your responsibility to obtain ethical approval, before starting your research, should it be required, and to allow sufficient time for the ethical review to take place in your research plans.
Key ethical issues in research include (but may not be limited to):

- the balance of risk and benefit of the research project
- the physical and psychological health and safety of the research participants and
- the researchers involved
- informed consent of research participants
- inducements to participate in research
- particular arrangements for vulnerable participants who will be involved in the research project
- conflicts of interest
- issues of confidentiality and disclosure of illegal activity where necessary
- data protection
- intellectual property issues
- monitoring and audit of research and research conduct

3.4.2 The ethical review process at Leeds Trinity University

There is a general requirement that all research by postgraduate research students of Leeds Trinity should comply with its Code of Research Conduct and Ethics.

Ethical review at Leeds Trinity University is overseen by the Research Ethics Sub-Committee and conducted by the School or Institute Ethics Committees (or the Research Ethics Sub-Committee, if necessary).

With respect to research undertaken in pursuit of a postgraduate research degree, ensuring compliance of research projects is the responsibility of the supervisor(s), subject to oversight and confirmation by the Chairperson of the Research Ethics Sub-Committee. Formal consideration should take place when research projects are initially defined, and, where applicable, at upgrade meetings.

Following consultation with their supervisor(s) students must complete the Research Ethics Approval Application Form, which is then sent to the chair of the relevant School or Institute Ethics Committee for review. Ethical approval may be given or withheld in relation to both the nature of the project and the methodology. Projects should not proceed unless both approvals have been given. Approval must be obtained before making contact with human participants or subjects or beginning data collection requiring ethical approval.

If the Departmental Ethics Committee is unable to review the Research Ethics Approval Application Form it will be referred to the Research Ethics Sub-Committee.

Monitoring of issues of conduct and ethics is the responsibility of the supervisor(s). In cases where problems arise or there are concerns about individual students, these should be raised first informally with the student concerned. If they persist they should
be indicated in the annual progress reports, and action taken in conjunction with the Chairperson of the Research Ethics Sub-Committee. In all cases where new issues of conduct or ethics arise as the result of the modification or evolution of already established projects, formal approval should be obtained.

3.4.3 Safeguarding research data
Research data, including personal data relating to research participants such as their contact details, should be stored on a Leeds Trinity University server where it is secure and backed up regularly. It is not good practice to store research data on personal computers (or removable medium) and to do so will be in breach of the information protection policies if personal data is involved.

Consideration should be given to the length of time your research data is stored. It would be reasonable to retain data for at least two years after publication or three years after the end of data collection, whichever is the longer.

Data storage and safeguarding issues should be discussed with your supervisor and recorded in your Data Management Plan, if applicable.

3.4.4 Academic integrity
All research students are required to maintain high standards of academic conduct and, in particular, must avoid conduct amounting to the fabrication of research results or plagiarism.

The fabrication of research results includes claims, which cannot be reasonably justified, to have obtained specific or general results; false claims in relation to experiments, interviews, procedures or any other research activity; and the omission of statements in relation to data, results, experiments, interviews or procedures, where such omission cannot be reasonably justified.

At the University of Leeds and Leeds Trinity University, plagiarism is defined as the copying of ideas, text, data or other work (or any combination thereof) without permission and/or due acknowledgement.

You are required to complete a Statement of Academic Integrity on submission of your thesis for examination, confirming that the submitted thesis is your own work, that you have not presented anyone else’s work as your own and that full and appropriate acknowledgement has been given where reference has been made to the work of others.

3.5 Submission and examination
This section sets out the arrangements for research degree examinations. It is important that you are aware of the steps and timescales for submission and examination of the thesis. The University of Leeds publishes a Guide to the thesis examination process for research degree candidates which includes the Requirements for the format and presentation of theses. This describes all aspects of the process.
including examination entry, layout, presentation and submission of your thesis, the oral examination, possible outcomes, award and graduation. A summary of the thesis examination process is provided in this section but you should consult the full Guide for detailed information:

http://ses.leeds.ac.uk/downloads/download/526/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements.

During the final year of the standard period of study you should attend any relevant workshops and you should also consult the Guide to the thesis examination process which describes how the thesis must be presented and submitted.

3.5.1 Examination
You should begin thinking about the process for examination entry and discussing appropriate examiners with your supervisor in at least 4 months in advance of the date you intend to submit the thesis.

Students may be asked by supervisors for their views on individuals who might act as Examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the postgraduate research tutor. The final decision about the appointment of Examiners is made by the University of Leeds Graduate Board's Examinations Group.

No thesis can be dispatched to the examiners until the appropriate form has been fully checked in University of Leeds Postgraduate and Research Operations and formally approved by the Graduate Board’s Examination Group. Entry forms received less than 3 months prior to thesis submission may delay the dispatch of the thesis to the examiners and the examination process. The form will remain valid for 12 months from the date of approval by the Examinations Group.

Non-practice led research degrees
To qualify for the award of the degree of Doctor of Philosophy each candidate must meet the required learning outcomes (see section 3.1.2) and satisfy the examiners that his/her achievement is of sufficient merit through:

(a) presenting a thesis – written in English – (100,000 words maximum) on the subject of his/her research which interprets and communicates knowledge in their discipline and contains material at a level suitable for publication in accordance with the requirements of the relevant prescribed programme of study, and
(b) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

At least three months before the submission of the thesis you must enter for examination by completing the University of Leeds Examination Entry Form and giving it to your supervisor. You are advised to start thinking about the Examination Entry Form and discuss examination arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.
The Examination Entry Form is available on the University of Leeds Postgraduate and Research Operations website:

www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.

Practice-led research degrees
For Doctor of Philosophy by practice each candidate must meet the required learning outcomes (see section 3.1.2) and satisfy the examiners that his/her achievement is of sufficient merit through:

(a) a body of work demonstrating an independent contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation,

(b) a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 15,000-50,000 words, and

(c) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

The Practice-led Research Degree Exam Entry Form must be completed and returned to Postgraduate Research and Operations a minimum of 3 months prior to the date of the first live practice (where Examiners are required to view live practice). Where there is no examined live practice event, then the form must be returned a minimum of 3 months prior to the expected submission date of the thesis.

The Practice-led Research Degree Exam Entry Form is available on the University of Leeds Postgraduate and Research Operations website:

www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.

3.5.2 Thesis presentation
All students must submit their thesis for examination by the end of the maximum period of study (i.e. the maximum time limit) for the research degree programme upon which they are registered, as governed by the University of Leeds regulations. However, you should aim to submit your thesis within the standard period of study prescribed for the programme.

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

The University of Leeds Graduate Board is clear that no research student should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted.
You must use your registered name with the University on the thesis and this must be presented, in full, on the title page of your thesis, including any and all middle names which are held in Leeds Trinity University’s records.

Students are asked to note that the costs associated with preparing a thesis are not covered by academic fees.

3.5.3 Submission of theses
Submission can be made in person at the Student Services Centre Counter in the University of Leeds Ziff Building, or by post. A Thesis Submission Receipt will be provided at the counter at the time of submission. The form includes a Statement of Academic Integrity which must be signed by the student.

If you are not in Leeds you may submit your thesis to the University by post or can arrange for a friend to submit the thesis on your behalf. A Thesis Submission Receipt should be downloaded, signed by the student and sent in with the thesis. The Statement of Academic Integrity section must be signed by the student. You must ensure that the thesis is posted in sufficient time to ensure it is delivered to University of Leeds Postgraduate and Research Operations on or before the maximum time limit for submission.

Your thesis will be sent out to your Examiners normally within 2 working days providing that your thesis meets the University of Leeds’s requirements and your examination entry form has been approved by the University of Leeds Graduate Board’s Examinations Group. Postgraduate and Research Operations will send you an email to your Leeds Trinity University email account to confirm that your thesis has been sent out and will include advice about the next stages of the process. Your internal examiner is responsible for making the arrangements for the oral examination.

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

All research students awaiting examination are permitted to use the University facilities for a period of up to 6 months from the date of submission without charge. This will ensure that students are able to make use of University facilities whilst preparing for the examination and also for a short period afterwards when some students are required to make corrections to the thesis. It will also assist with preparation of papers for publication.

At least two copies of the thesis must be submitted but additional copies of bound theses will be required if there are more than two examiners. A further copy of the
thesis (which may be unbound) should be brought to the oral examination for your own use. You must provide with each copy of the printed thesis an exact copy of the thesis in PDF format for each examiner.

<table>
<thead>
<tr>
<th>Checklist for the submission of the thesis for examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two soft bound copies of your thesis (additional copies of the thesis will be required if there are more than two examiners).</td>
</tr>
<tr>
<td>A completed Thesis Submission Receipt (Statement of Academic Integrity) — either downloaded in advance or provided by the counter staff at the time of submission.</td>
</tr>
<tr>
<td>Loose copies of any solely or jointly authored publications (one copy of the publication should be provided per examiner).</td>
</tr>
<tr>
<td>A PDF eThesis copy of the thesis for each examiner (preferably on a CD in a pocket at the back of the thesis but USB and other media are accepted).</td>
</tr>
</tbody>
</table>

Practice-led research degrees
Where the final submission comprises of practice for assessment in addition to the written thesis, all assessed (and associated) documentation must be presented for examination.

All practice for assessment must be recorded in an appropriate format as a permanent record, which complies with archiving requirements set out by the University of Leeds Library. This includes any live practice that has been assessed.

The record of practice will normally be submitted for examination in the form of digital media. In cases where an alternative format is essential to the objectives of the research this must be agreed between the supervisor(s) and the Leeds Trinity postgraduate research tutor who will then seek the agreement of the University of Leeds Graduate Board.

Two copies of the following documents must be submitted to the University of Leeds Postgraduate Research and Operations office prior to examination:

- The documentation (written submission and all other submitted material) should be submitted in a box-file (normally A4, but A3 may be used), with appropriate labelling on the front cover;
- The written submission can be soft-bound and should accord with the University of Leeds Guide to the Thesis Examination Process;
- A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes;
- A table of contents should be firmly pasted on the inside of the box lid;
- CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents.
Students are reminded that appropriate permissions must be obtained from other people involved in the performance and recording of live practice and that they must comply with Leeds Trinity University’s ethical procedures and legal requirements of the Data Protection Act.

3.5.4 Assessment of live practice
Where it is considered to be part of the final submission, examiners are normally expected to view live practice. However, all practice for assessment must be recorded in an appropriate format as a permanent record.

Candidates should indicate the intention for live practice to be included in the final assessment and as soon as possible provide details of date, venue, and time. As this will need to be negotiated and agreed with potential examiners it may therefore be necessary to identify and appoint examiners at an early stage.

A Practice-led Research Degree Exam Entry Form must be submitted to the University of Leeds Postgraduate Research and Operations office a minimum of 3 months prior to the date of the first live practice. Postgraduate Research & Operations will make the necessary arrangements for the appointment of examiners to be considered by the Graduate Board’s Examinations Group. The letter of appointment to examiners will include details of any live practice indicated by Leeds Trinity University on the examination entry form which will form part of the submission.

Once examiners have been appointed, the Leeds Trinity University is responsible for ensuring examiners receive detailed information of date, venue and time of any live practice to be assessed. Please note in some instances this may include more than one event. It is recommended that examiners’ availability is considered when arranging live practice.

Examiners will not provide formative feedback prior to oral examination (see section 3.5.5). Any feedback may be given only after the final oral examination.

3.5.5 Oral examination
All students are required to submit for an oral examination also known as a viva. The oral examination is an important part of the examination process. The purpose of the oral examination is to ensure that the work submitted for examination reaches the University of Leeds standards for the degree, that you have written the work submitted and that you understand the work you have submitted. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied. Where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met.

The University of Leeds does not have specific regulations regarding the length of the oral examination or what should be discussed except that the thesis should be discussed with you. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area.
Additional tests may also be set by the Examiners. For example, one purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

**Arrangements**

Detailed arrangements for the oral examination, which is normally held in the parent school, are made by the Internal Examiner. The examination must be conducted in English.

You may invite one of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the oral examination and takes no part in the academic judgement and the decision making process. S/he must leave the room after the oral examination (along with you) so the examiners can discuss their recommendation. The examiners may ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the oral examination.

If you have more than one supervisor, only one supervisor is permitted to attend the oral examination. If they are not going to be present as an observer the supervisor is required to be available for consultation if necessary.

**Attendance**

The candidate is required to attend in person for the oral examination. It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners.

Candidates must make all reasonable efforts to attend for the oral examination in this period, for example making appropriate leave arrangements if in employment and visa/travel arrangements if travelling from elsewhere. Should exceptional circumstances arise which might prevent you from attending for the oral examination in this period please contact the postgraduate research tutor at the earliest opportunity.

No award of a research degree can be considered unless the oral examination is completed. If circumstances arise which prevent you from attending your oral examination you must provide a valid reason supported by documentary evidence (for example a medical note in the case of illness). Cases will be considered by the University of Leeds Graduate Board’s Examinations Group. If you are able to provide a substantiated valid reason for your unavailability/absence permission may be given to delay, postpone or reschedule an oral examination. However, if you are unable to provide a substantiated valid reason, this may result in you being withdrawn from the University with no further opportunity to complete the oral examination.

No research degree student will normally be granted a period of postponement to the oral examination of more than 12 months from the date the thesis is sent out to the examiners.
3.5.6 Examination results

Following examination, the examiners will be asked to make one of the following recommendations:

(a) Pass

(b) Pass (subject to the correction of ‘editorial and presentational corrections’ or ‘minor deficiencies’): these corrections must be made within four or twelve weeks respectively from the date of the oral examination. The internal examiner is responsible for ensuring that ‘editorial and presentational corrections’ or ‘minor deficiencies’ are corrected by the candidate. The degree will not be awarded until confirmation that the corrections have been completed is received (see section 3.5.7).

(c) Referral: if the thesis is not considered to be of sufficiently high standard to recommend the award of the degree but there is evidence of the potential of a successful PhD submission, then on the recommendation of the examiners the candidate will be granted permission to resubmit the work in a revised form for the degree of Doctor of Philosophy within a period of eighteen months, on one occasion only and on payment of an additional fee (see section 3.5.8).

(d) Recommend award of Master of Philosophy (MPhil): for those candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil (see section 3.5.9).

(e) Recommend award of Master of Philosophy (MPhil) (subject to the correction of ‘editorial and presentational corrections’ or ‘minor deficiencies’): These corrections must be made within four or twelve weeks respectively from the date of the oral examination. The internal examiner is responsible for ensuring that ‘editorial and presentational corrections’ or ‘minor deficiencies’ are corrected by the candidate. The degree will not be awarded until confirmation that the corrections have been completed is received (see section 3.5.9).

(f) Referral for the award of Master of Philosophy (MPhil): If the thesis is not considered to be of sufficiently high standard to recommend the award of the degree of Doctor of Philosophy but there is evidence of the potential of a successful MPhil submission, then on the recommendation of the examiners the candidate will be granted permission to resubmit the work in a revised form for the degree of MPhil within a period of twelve months, on one occasion only and on payment of an additional fee (see section 3.5.9).

(g) Fail: the candidate has no further opportunity for submission for the degree.

The recommendation of the examiners is subject to confirmation by the University of Leeds Graduate Board’s Examinations Group which will consider the examiners’ report.
3.5.7 Pass (subject to the correction of 'editorial and presentational corrections' or 'minor deficiencies')

After successful examination you should prepare the final version of your thesis by undertaking any editorial and presentational corrections or minor deficiencies to the satisfaction of the Internal Examiner. Individual pages of the thesis must be fully corrected and it is not possible simply to provide an errata page. You must also ensure that the thesis abstract (summary) remains appropriate. You are advised to consult with your supervisor(s) throughout this process.

The normal 4 or 12 week period for completion of these amendments begins from the date of the oral examination. The Examiners will provide you with notification of the required corrections. The 4 or 12 week deadline is the date by which a corrected version of the thesis should be submitted to the internal examiner for checking and approval.

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline you must draw this promptly to the attention of your supervisor or postgraduate research tutor. In exceptional circumstances the Examinations Group may consider an extension to a correction deadline.

Once you have completed your corrections you must submit these to your Internal Examiner for checking. To assist in the process of checking and approving the corrections it is strongly recommended that you provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer.

3.5.8 Referral

In the case of referral, the student is required to revise the submission, which may entail further research or any other activity required by the examiners and resubmit this for re-examination.

Examiners are permitted to ask a candidate to reproduce live performance or a similar task to demonstrate any aspect of practice.

In exceptional circumstances the Examinations Group may consider a request for a student to suspend or extend their resubmission deadline during the referral period. Students must draw promptly to the attention of the supervisor or postgraduate research tutor any situation in which it may be necessary to request a suspension or extension of study.

Notes for Guidance

The examiners are required to prepare Notes for Guidance which are submitted simultaneously with the Examiners’ Report for approval by the University of Leeds Graduate Board’s Examinations Group.
The Notes for Guidance will be issued to the student by Postgraduate and Research Operations along with a copy of the Examiners’ report after scrutiny by the Examinations Group. In some cases the Examinations Group may request additional information or clarification of the Notes for Guidance from the Examiners to ensure that these are clear and unambiguous. Students will be kept informed where this is the case. The Notes for Guidance will indicate the necessary and sufficient conditions which, if complied with by the student and providing the thesis as a whole is satisfactory, will lead to a recommendation by the examiners that the degree be awarded. However, the detail given in the notes should not stifle the initiative which the student should demonstrate at this level. The notes are to assist the student in the process of revision and resubmission of the thesis but may not necessarily include specific editorial comment.

Resubmission
The resubmitted thesis is subject to the same process as the first examination and both the Internal and External Examiners will examine the resubmitted thesis. Alongside the resubmitted thesis, students are required to supply a summary of how their revised thesis has responded to changes required by the examiners in the notes for guidance.

Referred students will be sent a letter describing how to submit for re-examination and details of how to pay the fees for resubmission. The resubmission fee is payable once the resubmitted thesis is sent for examination. Students must not send their resubmission direct to the examiners.

A second referral is not possible and the student will either pass (subject in some cases to the correction of editorial and presentational or minor deficiencies) or fail when the examiners consider the revised submission. Examiners may hold a second oral examination if they deem it appropriate.

3.5.9 Award of Master of Philosophy (MPhil)
This recommendation applies to those candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil. The examiners’ report will provide feedback on the reasons why this decision has been reached and this will be sent to you by Postgraduate and Research Operations after approval by the University of Leeds Graduate Board’s Examinations Group.

The award of Master of Philosophy can be made without requiring further amendments or following the recommendation for correction of ‘editorial and presentational corrections’ or ‘minor deficiencies’ (see section 3.5.7) or referral (see section 3.5.8).

In these circumstances the degree of MPhil may not be awarded with distinction.
3.5.10 Deposit of theses

Doctor of Philosophy students are required to submit their successful thesis for deposit hard bound and electronic form.

One copy of the fully corrected hardbound thesis should be submitted to Postgraduate and Research Operations via the Student Services Centre Counter in the University of Leeds Ziff Building, along with a completed Thesis Deposit Form available from http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.

An exact, pdf copy of a final, successful doctoral thesis to be deposited in White Rose eTheses Online (WREO) (http://etheses.whiterose.ac.uk/). As part of the eThesis deposit process you will complete an online version of the Thesis Deposit Form.

Where the award of the degree was recommended without corrections, the hard bound thesis and eThesis must be submitted no later than 3 months after the oral examination. In the case of a recommendation of editorial and presentational corrections or minor deficiencies, the deadline is no later than 3 months after the internal examiner has given approval to the corrections.

Practice-led research degrees

Following successful examination of a Doctor of Philosophy (PhD) by practice students are required to deposit one copy of the following documents to Postgraduate and Research Operations via the Student Services Centre Counter in the University of Leeds Ziff Building, along with a completed Thesis Deposit Form available from http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html:

- the documentation (written submission and all other submitted material) should be housed in a box. The covering shall be in the standard form of dark green cloth and lettering shall be gilt, embossed into the cloth, which will be shelved upright with appropriate lettering on the forward edge (equivalent to a spine on a thesis) and on the front cover;
- the fully corrected hardbound thesis;
- a record of the practice, which has been assessed and associated documentation, should be presented in an appropriate format for archiving purposes;
- a table of contents should be firmly pasted on the inside of the box lid;
- CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents;
- submission of an exact, pdf copy of a final, successful doctoral thesis deposited in White Rose eTheses Online (WREO) (http://etheses.whiterose.ac.uk/). As part of the eThesis deposit process you will complete an online version of the Thesis Deposit Form.
3.6 Award and Graduation

3.6.1 Award
Pass Lists are published regularly throughout the year in the Student Services Centre foyer in the University of Leeds Ziff Building. Your name can appear on a pass list once all the following conditions have been met:

- the examiners' report has been approved by the Graduate Board’s Examinations Group at one of its meetings;
- Postgraduate and Research Operations has received confirmation that the internal examiner is satisfied that any corrections required to the thesis have been completed;
- Postgraduate and Research Operations has received the final, hard bound version of the thesis;
- all academic fees have been paid;
- where applicable, Postgraduate and Research Operations has received confirmation that taught or assessed components of the programme of study have been successfully completed.

Once your name has appeared on a pass list Postgraduate and Research Operations will send you an email (to your Leeds Trinity University account) confirming the award of your degree has been made and advising about the next steps for graduation.

3.6.2 Graduation
Research degrees are conferred at the Leeds Trinity University degree ceremonies, which are held, under the auspices of the University of Leeds, in July and December each year.
4. Facilities and services

This section describes the learning and student support facilities and services available to you at Leeds Trinity University.

4.1 Postgraduate research student office

The postgraduate research student office (AF8) is available for use by postgraduate research students with access to computers and storage space.

Access to the office is through arrangement with the postgraduate research administrator.

4.2 Library services

Leeds Trinity University Library is based in the modern, purpose built Andrew Kean Learning Centre. In the Library, you will have access to a wide range of study environments, including bookable group study rooms, silent study areas, and individual work spaces. The University has invested heavily in digital and print information resources in recent years, in line with our move to becoming a more research intensive institution. Our friendly helpdesk staff and our team of dedicated Liaison Librarians provide help and support for library users.

From the Library website you can search the library catalogue for books, e-books, DVDs and print journals. You can also use the Discovery search box to find full-text journal articles and other academic literature.

To find relevant subject databases for your area of study, find your subject page on the library website – look under the My Subject tab and select your department from the list. You can also find a full list of our library databases under Quick Links > Databases A-Z.

Of the databases, you are likely to find the following especially helpful tools in supporting your research:

- SCOPUS will assist you in carrying out advanced literature searches, identifying the key journals in your subject area, and finding publications and citation data for specific authors.
- SAGE Research Methods is a convenient way of accessing information on a wide range of qualitative and quantitative techniques.

Full details of the Library's services, including access to electronic resources, are available from the Library website: http://lib.leedstrinity.ac.uk.

For general queries related to Library services, please contact the Learning Centre Helpdesk in person, by phone on 0113 283 7244 or email libraryenquiries@leedstrinity.ac.uk.
Loans, renewals, and reservations
Your Leeds Trinity ID card is also your library borrower card, and gives you access to the printer/photocopiers across campus.

Postgraduate research students may borrow 30 items in total across the collections:

- Main Stock: items can be loaned for one or six weeks and renewed up to 5 times.
- Classroom Resources: items are due back at the end of the term in which they were issued. No renewals.
- Multimedia Film & TV Collection: up to 5 items may be loaned for one week with 5 renewals.
- Counter Reference: up to 4 items for use in the Library only.

Overdue notices and library messages will be sent to your Leeds Trinity email address. Provided they are not required by another reader, items may be renewed from your library account if they are not already overdue.

Renewals may also be made by telephone or at the Learning Centre Helpdesk. You can place reservations on items from the library catalogue, and you will receive an email notification when the item is ready to collect. Please return an item promptly if you receive a recall notice.

Liaison Librarians
Each subject is supported by a Liaison Librarian who provides one-to-one support and delivers group training sessions. Your Liaison Librarian can help you with identifying the best resources to use for your assignment; searching catalogues, databases and eJournals effectively; advanced search techniques; requests to purchase books for the library; and referencing.

Rebecca Coombes
r.coombes@leedstrinity.ac.uk
0113 2837 430
Subject support for:
- Business, Management & Marketing
- Journalism
- Media, Film & Culture

Rachel Davies
r.davies@leedstrinity.ac.uk
0113 2837 431
Subject support for:
- English, History, Theology, Philosophy & Religion, Victorian Studies
- Psychology
- Sport, Health & Nutrition

Sarah Munks
s.munks@leedstrinity.ac.uk
0113 2837 243
Subject support for:
- Children, Young People & Families
- Primary Education
- Secondary Education
Rachel Davies is the librarian for Research Support. Rachel runs workshops for research students on topics such as literature searching, carrying out systematic reviews, using EndNote Web, using research databases such as Scopus, Open Access, and how to begin publishing your research. Please contact Rachel directly for advice on any of these topics or other research-related enquiries.

**Remote access to library resources**

If you wish to access Library resources from off campus, you will need to use the Remote Access service: [https://remoteaccess.leedstrinity.ac.uk](https://remoteaccess.leedstrinity.ac.uk) (see section 4.3).

Some library e-resources may require an Athens username and password. Information on this will be provided as part of your induction.

**Interlibrary loans**

If a book or journal article is not available in the Leeds Trinity University Library, and cannot be obtained locally, you can request an interlibrary loan.

Please send interlibrary loan requests to interloan@leedstrinity.ac.uk or use the online form on the library website, under Using the Library > Interlibrary Loans.

When your request arrives, library staff will notify you by email. Some items can be sent to you electronically (e.g. online journal articles); others will need to be collected from the library helpdesk.

**The Society of College, National and University Libraries (SCONUL) Access**

Students can apply for SCONUL Access to other higher education libraries. Applications will only be approved for students in good standing with Leeds Trinity Library (i.e. they owe less than £5.00 in fines, with no overdue items).

**Special access to University of Leeds libraries**

Postgraduate research students may register as borrowing members of the University of Leeds Library outside of the SCONUL Access scheme by special arrangement between Leeds Trinity and the University of Leeds.

Please contact your Liaison Librarian before you visit Leeds University libraries in order to complete the relevant authorisation form which must be signed off by a librarian. You should take this completed form and your Leeds Trinity University ID card in order to register.

There are 4 main libraries at University of Leeds:

- Brotherton Library: resources for arts and social sciences, as well as Special Collections.
- Edward Boyle Library: resources for science and engineering.
- Health Sciences Library (on level 7 of the Worsley Building): resources for medicine and health-related subjects.
- Laidlaw Library: short-loan and undergraduate textbooks for all subject areas.
Online resources such as e-journals and databases can only be accessed from dedicated guest PCs within University of Leeds libraries.

You will be entitled to borrow 10 standard loan books for a four week loan period and 10 one-day loan journals.

Under this scheme, you may NOT borrow 7 Day Loans, items in the High Demand Collection, Journals, or items in the Student Reference Collection.

Further information about University of Leeds libraries is available at http://library.leeds.ac.uk/enquiries.

**British Library Document Supply Service at Boston Spa, Wetherby**

You can visit the reading room at the British Library Document Supply centre in Boston Spa for access to some online resources which are not available via Leeds Trinity or University of Leeds libraries, and for reference access to selected British Library materials.

It is strongly recommended that you pre-register online via the British Library website in advance of your first visit, and also that you pre-order any specific texts 48 hours in advance of each visit to give library staff time to retrieve the materials.

**Endnote**

Leeds Trinity University provides access to EndNote software for reference management. This is available on every campus computer, and can be used in conjunction with the Web-based version of EndNote.

**4.3 IT Services**

The IT Services team provide a range of help and support to enable you to make the most of our extensive IT resources during your time at Leeds Trinity University. IT Services is based on the ground floor the Andrew Kean Learning Centre (AKLC).

IT Services has five main IT Labs within the Andrew Kean Learning Centre as well as bookable study spaces, individual study carrels, and silent areas for study. There are also two open plan areas, each with numerous PCs available. The 24 Hour lab is located next to the foyer.

Laptops can be borrowed from the Helpdesk for use within the Learning Centre.

Some departments have specific IT suites catered to their specific software requirements within their area of Leeds Trinity. The IT suites are often booked out for lectures, but please feel free to use them if they are not in use.
**Wi-Fi**
Leeds Trinity University provides you with free high-speed internet connection across the campus and halls of residence.

Details of how to access Leeds Trinity’s Wi-Fi network can be found in the Get Connected guide at

http://intranet.leedstrinity.ac.uk/CampusServices/helpdesk/Pages/Getconnected.pdf

**RemoteAccess**
RemoteAccess is the Leeds Trinity service allowing you to access your University IT systems from anywhere with a reliable Internet connection on any device supporting Citrix Receiver.

RemoteAccess provides a quick and simple way to access services when working away from campus, or when using mobile devices, including some of the most frequently used applications (e.g. Microsoft Office 2013, SPSS Statistics, 2Simple Suite of Applications, Vubis Smart), Trinity Desktop with full access to your files and departmental shared areas, web apps for on-campus services such as the Intranet and Library Services, and access to the University password printers from any application or desktop.

**Free Microsoft Office 365 ProPlus for Students**
As a student of Leeds Trinity University, you can access up to 5 free downloads of Office 365 ProPlus for PC or Mac, as well as 5 free installs to tablet and mobile devices.
4.4 The Learning Hub

The Learning Hub provides academic skills support for all students across Leeds Trinity University, including postgraduate research students.

The Learning Hub can help with research skills, literature reviews, and quantitative methods, academic writing, and dissertation writing.

The Learning Hub is open throughout the year from 0900 to 1700 Monday to Friday, and after hours sessions can be arranged if necessary. For students away from campus tutorial support is also provided by email (learninghub@leedstrinity.ac.uk) and Skype (username: learninghubbleedstrinity).

Postgraduate Learning Mentors

The postgraduate learning mentors are PhD students who provide academic skills support as well as general advice on postgraduate study at Leeds Trinity and can direct students to other learning and student support services if they are unsure who else to ask.

The learning mentors hold weekly drop-in sessions throughout term time and also respond weekly to email queries sent to plm@leedstrinity.ac.uk.

4.5 Student support services

The Student Support services give students the opportunity to access help and advice when it's needed.

Careers and Employability Service

Located in AG11 Leeds Trinity Careers and Employability Service helps students with career decisions and with finding employment, work experience or postgraduate study opportunities offering impartial and confidential advice. The service is open to all students, undergraduate and postgraduate, at all stages of their studies from first to final year. We also offer help and advice to recent graduates.

We can help you in a number of ways including enabling you to:

- Put general graduate advice into a postgraduate context
- Market yourself effectively to employers
- Write application forms, personal statements and structure your CV
- Prepare for interviews, assessment centres and psychometric tests

We do this through booked appointments with Careers Advisers, either face-to-face or by phone, quick query sessions (10 minutes) available on most days in the Careers Information area, responding to careers related email enquiries during term time, and providing access to job vacancies through the Jobshop at http://leedstrinity.prospects.ac.uk/.
Student counselling
Leeds Trinity University’s experienced, qualified and BACP accredited Counsellors support students through challenging times. They create a welcoming atmosphere to help you cope and find solutions where possible.

Whether you’re feeling left out by your friends or recently had a family grievance, the counselling service offer the opportunity to talk in confidence about any issues causing concern. Your views and opinions will be respected and you will not be judged.

Once you’re here, it’s easy to request an appointment for short-term counselling. Sessions are available through the week during term time and there is some provision throughout holidays.

You can make an enquiry with our full-time Counsellor, Sue Jack on 0113 2837 192 or s.jack@leedstrinity.ac.uk or by coming along to one of the scheduled daily drop-in sessions.

During the year we give students the opportunity to attend particular topics in a group format. One example would be the ‘settling in’ group for those students finding the transition to University life challenging.

Common problems that students may face can often be resolved with our self-help provision. This is readily available on campus by using the Student Intranet Counselling pages or by visiting the Counselling service waiting area.

Chaplaincy
The Chaplaincy is committed to evangelising the University Community by living out the Catholic Faith in an Ecumenical context and in dialogue with people of other Faiths and of none.

Prayer and worship are the most important activities of Chaplaincy life. The Chapel provides a place of reflective space for time with God and is open to everyone between 7am and 11pm. There is also a well-appointed multi-faith prayer space with ablution facilities.

You can join in with the varied worship programme that runs throughout the year and includes daily Mass, lunchtime services, morning and evening prayer and meditation.

The Chaplaincy provides pastoral care and friendship for all staff and students of the University and serves the spiritual and religious needs of the University Community. The Chaplaincy is here for people of all faiths or none, to offer advice or just a listening ear.

The Chaplaincy host a wide range of inclusive social events throughout the year that include day trips, walks and gatherings such as Tea on the Landing – next to the Atrium main entrance.
Dyslexia and Disability Support Service
Leeds Trinity University complies with the Equality Act 2010, which covers students with special educational needs and disabilities. If you have a disability, dyslexia or one of certain medical conditions you are entitled to receive the support you need to enable you to achieve your degree. You are invited to disclose your disability at any stage in your course, in order that we may offer appropriate support. Leeds Trinity University is an inclusive learning community in which you will not be disadvantaged on grounds of your disability.

The Dyslexia & Disability Support Service offers support if students have a disability, medical condition or specific learning difficulty which might affect their studies. They also support students with mental health conditions. The types of support which they can arrange include making minor building adaptations, allocating a support assistant or specialist equipment, or making alternative assessment arrangements. If you believe you might be eligible for additional funding on account of your disability then please contact the Dyslexia & Disability Support Service.

If a student needs assistance in an emergency situation Personal Evacuation Plans for emergency egress are drawn up. Please contact the Dyslexia & Disability Support Coordinator to discuss this.

Leeds Trinity Students’ Union
Leeds Trinity Students’ Union (LTSU) is the representative body for all students at Leeds Trinity University. When you become a Leeds Trinity student, you’ll automatically become a member of the Students’ Union.

It’s run by the students, for the students to ensure you make the most of your time at university. LTSU is a member of the National Union of Students (NUS), which stands up for our students on a national level and gives you access to the NUS Extra discount card.
5. Feedback

Leeds Trinity University actively encourages postgraduate research students to provide feedback on every aspect of their research degree, from training and supervision to facilities and resources.

There are several ways in which you can help us to develop our research degrees.

5.1 Supervisor/postgraduate research tutor

You can see your supervisor or the postgraduate research tutor by appointment at any time during the year if there are particular issues you would like to discuss.

5.2 Research students’ forum

The Research Students’ Forum exists for research degree students to share experiences, information and advice and to discuss issues of provision at Leeds Trinity. Requests to arrange meetings of the Forum are encouraged and should be directed to the postgraduate research tutor. There will be a minimum of six meetings of the Forum a year.

5.3 Student representation on research committees

Research students are represented on Leeds Trinity’s research committees. These students participate in discussions and meetings to enhance the student experience and are encouraged to consult fellow student representatives. They are also asked to make sure a wide variety of opinions are represented at the Committee meetings. Having representatives ensures that research students have a platform to raise and discuss issues affecting them, and to influence future policy for research degree programmes.

Research and Knowledge Exchange Committee

The Research and Knowledge Exchange Committee is responsible for leading the development of a research and knowledge exchange culture within the University.

Postgraduate Research Degree students have a representative on the Research and Knowledge Exchange Committee, which meets a minimum of three times a year.

Research Degrees Sub-Committee

The Research Degrees Sub-Committee advises the Research and Knowledge Exchange Committee on matters of policy and general principle with regard to the administration of research degrees and individual candidatures.

Postgraduate Research Degree students have a representative on the Research Degrees Sub-Committee, which meets a minimum of two times a year.
Research Ethics Sub-Committee
The Research Ethics Sub-Committee oversees the development and execution of policy and procedures relating to research ethics and conduct.

Postgraduate Research Degree students have a representative on the Research Ethics Sub-Committee, which meets a minimum of two times a year.

5.4 Postgraduate Research Experience Survey
The Higher Education Academy’s biennial Postgraduate Research Experience Survey focuses on research students’ experiences of supervision, resources, research community, progress and assessment, and skills and professional development. The survey is open to any PhD/PhD or Masters by Research student. The next survey is scheduled to run in 2017.
6. Research degrees regulations and codes of practice

This section includes details of the regulations and codes of practice for research degree candidatures at Leeds Trinity University and the University of Leeds.

6.1 Research Degrees Regulations

Quality Assurance Agency UK Quality Code for Higher Education
The QAA Quality Code for Higher Education is the benchmark for higher education institutions in the UK, setting out what they are required to do and what students can expect from them.

Chapter B11 of the Code sets out the expectations and indicators of quality for research degrees at UK higher education institutions.

University of Leeds Ordinances and Regulations and Programmes of Study for Research Degrees and Higher Doctorates
Ordinance X: Research Degrees sets out the formal regulations for the University of Leeds and its accredited institutions for all research degrees.

University of Leeds Code of Practice for Research Degree Candidatures
This Code sets out a framework of shared responsibilities between the University of Leeds, supervisors and candidates with the aim of delivering successful research degree programmes according to national and international expectations and to inspire all our research students to develop their full potential.

This Code of Practice also outlines for research degree candidates the minimum standards they can expect in connection with the supervision of their research degree study at the University of Leeds and its accredited institutions.

Leeds Trinity Protocol for the Implementation of the University of Leeds Code of Practice for Research Degree Candidatures
This protocol sets out how Leeds Trinity implements the Code of Practice for Research Degree Candidatures as an accredited institution of the University of Leeds.

Leeds Trinity Protocol for Practice-led Research Degree Candidatures
This document sets out arrangements for Leeds Trinity University’s implementation of the University of Leeds’s Protocol for practice-led research degree candidatures.

6.2 Research conduct, ethics, and data management

RCUK Policy and Guidelines on the Governance of Good Research Conduct
The RCUK Policy and Guidelines on the Governance of Good Research Conduct aims to help researchers and research organisations to manage their research to the highest standards, and provides guidance on the reporting and investigation of unacceptable research conduct.
UK Research Integrity Office Code of Practice for Research
The UK Research Integrity Office’s Code of Practice for Research has been designed to encourage good conduct in research and help prevent misconduct, in order to assist organisations and researchers to conduct research of the highest quality. It provides general principles and standards for good practice in research, applicable to both individual researchers and to organisations that carry out, fund, host or are otherwise involved in research.

Concordat to Support Research Integrity
Leeds Trinity University research fully concurs with the commitments highlighted in the Concordat to Support Research Integrity.

Leeds Trinity University Code of Research Conduct and Ethics
Leeds Trinity University has a responsibility for ensuring that research conducted by its staff and research students abides by accepted standards of conduct and ethics. This Code is designed to provide the appropriate set of criteria by which research projects can be considered with respect to issues of conduct and ethics.

Leeds Trinity University Student Academic and Professional Misconduct Policy and Procedure
This procedure sets out definitions of academic and professional integrity for students at Leeds Trinity and describes the framework for dealing with reaches of acceptable academic and/or professional misconduct.

University of Leeds Information Protection Policy
The Information Protection policy explains the steps that must be taken to protect the security of ‘sensitive information.’

University of Leeds Policy on Safeguarding Data - Storage, Backup and Encryption
This policy provides general guidance for the safeguarding and security of data.

6.3 Other regulations and policies

Leeds Trinity University Acceptable Use Policy
The Acceptable Use Policy applies to all users of Leeds Trinity University’s IT and library facilities. It is designed to enhance your learning and working environment and to enable everyone to use the facilities effectively.

Leeds Trinity University Equality and Diversity Policy
Through this policy we aim to ensure that all employees and students, both prospective and current, full-time and part-time, are treated equitably, regardless of age, colour, disability, ethnicity, gender, marital or parental status, nationality, religious or political belief, race, sexual orientation or socio-economic background; create a positive and inclusive atmosphere and culture where there is a shared commitment to respect diversity and difference, and to challenge and prevent prejudice, discrimination and harassment.
Leeds Trinity University Fitness to Study Procedure
Under the Fitness to Study Procedure, the student conduct panel considers the individual student’s interests regarding successful study and considers also the interests of the wider community. The Fitness to Study Procedure is not punitive.

Leeds Trinity University Policy on Support of Pregnant Students and Students with Infants
This policy seeks to establish and develop principles and practice which will ensure that there is no discrimination against students who become pregnant and/or give birth whilst registered with the University.

Leeds Trinity University Policy for the Protection of Dignity at Work and Study
The purpose of this policy is to minimise the possibility of harassment occurring and to ensure that, if harassment does occur, adequate procedures are readily available to deal with the problem and prevent its recurrence.

Leeds Trinity University Student Conduct and Discipline Code
Leeds Trinity seeks to create a tolerant and harmonious community. All members are expected to conduct themselves in a manner which promotes and enhances such an environment, exercising self-discipline, and respect for others and the environment.

The Code applies to any registered student of Leeds Trinity. Nothing in the Code shall invalidate a student’s rights under English or European law.
7. Complaints and academic appeals

7.1 Complaints

Students who are dissatisfied with any aspect of their supervision or with facilities available for their research are encouraged to first consult with their supervisor or the postgraduate research tutor on an informal basis.

If they are dissatisfied at the outcome of that consultation, they should then make use of the Leeds Trinity University Complaints Procedure. A copy of any formal submission should also be provided to the Postgraduate Research and Operations Office at the University of Leeds for information (which will forward a copy to the University of Leeds’s Complaints Officer).

Should a student remain dissatisfied by the Leeds Trinity response to a complaint, they may ask the University of Leeds’s Complaints Officer to consider any outstanding concerns. If the complaint cannot be resolved by the University of Leeds, the student may choose to contact the Office of the Independent Adjudicator for Higher Education.

Full details of complaints policies and procedures may be accessed at:


University of Leeds: [www.leeds.ac.uk/secretariat/student_complaints.html](http://www.leeds.ac.uk/secretariat/student_complaints.html).

7.2 Academic appeals

Students wishing to appeal an adverse academic decision must personally apply to the University of Leeds Student Cases Team within 20 working days of being informed in writing of the decision by the University of Leeds Graduate Board they wish to appeal. Appeals will not ordinarily be considered if submitted after this deadline.

Full details of the appeals policy and procedure can be found at [www.leeds.ac.uk/secretariat/documents/pgr_appeals_process.pdf](http://www.leeds.ac.uk/secretariat/documents/pgr_appeals_process.pdf).
8. Key contacts

Research Office

Postgraduate research tutor – Professor Graham Roberts
Location: AF2
Telephone: 0113 283 7193
Email: g.roberts@leedstrinity.ac.uk

Postgraduate research administrator – Deanne Sharp
Location: AF3
Telephone: 0113 283 7341
Email: d.sharp@leedstrinity.ac.uk

Learning support services

Library Services
Location: Andrew Kean Learning Centre reception
Telephone: 0113 283 7244
Email: libraryenquiries@leedstrinity.ac.uk
Opening hours (Term Time): Monday-Friday: 0830-0000; Saturday: 0830-2000; Sunday: 1100-2045

IT Services Helpdesk
Location: Andrew Kean Learning Centre reception
Telephone: 0113 283 7223
Email: helpdesk@leedstrinity.ac.uk
Twitter: @LeedsTrinity_IT

The Learning Hub
Location: AG12A
Telephone: 0113 283 7168
Mobile: 0778 562 2972
Email: learninghub@leedstrinity.ac.uk
Twitter: @LTLearningHub / @PLMLTU
Skype: leaninghubleedstrinity
Opening hours: Monday-Friday, 0900-1700
Student support services

**Student Administration**
Location: AM36
Telephone: 0113 283 7120
Email: studentadmin@leedstrinity.ac.uk
Opening hours: Monday-Thursday: 0900–1700; Friday: 0900–1600

**Finance Office**
Location: AM3
Opening hours: Monday-Thursday: 0900–1700; Friday: 0900–1630

**Careers and Employability**
Location: AG11
Telephone: 0113 283 7151
Email: careers@leedstrinity.ac.uk
Twitter: @LTCareers
Opening hours (Term time): Monday-Friday: 0900-1630

**Chaplaincy**
Location: AG38/AG42
Telephone: 0113 283 7393
Email: chaplaincy@leedstrinity.ac.uk

**Dyslexia & Disability Support Service**
Location: AG14
Telephone: 0113 283 7138
Email: disability.support@leedstrinity.ac.uk

**Student counselling service**
Location: AG05D
Telephone: 0113 283 7192
Email: s.jack@leedstrinity.ac.uk

**Leeds Trinity Students' Union**
Location:
Telephone: 0113 283 7328
Email: student.union@leedstrinity.ac.uk
Twitter: @LeedsTrinitySU
University of Leeds

Postgraduate Research and Operations Office
Location: Student Services Centre, Marjorie and Arnold Ziff Building, Level 9
Telephone: 0113 343 8877
Email: ssc@leeds.ac.uk
Opening hours: Monday-Tuesday and Thursday-Friday 0900–1700; Wednesday, 1000–1700

Student Cases Team
Location: The Secretariat, EC Stoner Building, Level 11, University of Leeds, LS2 9JT
Telephone: 0113 343 1276
Email: studentcases@leeds.ac.uk

University of Leeds Complaints Officer – David Wardle
Location: The Secretariat, EC Stoner Building, Level 11, University of Leeds, LS2 9JT
Telephone: 0113 343 4452
Email: d.wardle@adm.leeds.ac.uk

Other contacts

Consortium for Research Excellence, Support and Training (CREST)
Location: Woburn House, 20 Tavistock Square, London, WC1H 9HB
Telephone: 0203 393 6132

Office of the Independent Adjudicator for Higher Education
Location: OIA, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB
Telephone: 0118 959 9813
Email: enquiries@oiahe.org.uk
Opening hours: Monday-Friday: 0900–1700

UK Council for International Student Affairs (UKCISA)
Location: UKCISA, 9-17 St Albans Place, London N1 0NX
Telephone: 020 7788 9214 (from outside the UK: +44 20 7788 9214)
9. Campus Map