



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

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

Updated February 2022

Leeds Trinity University Postgraduate Researchers

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

This document was updated in February 2022 and outlines the temporary arrangements for thesis examination in response to the current situation.

Important information – February 2022

The following section outlines the measures that the University has taken to continue to support our PGRs through the thesis examination process during this time. Please do get in touch with your Supervisor(s) or the Director of Postgraduate Research if there is anything more that you need to know. For the latest advice, please check the latest news the Postgraduate Research MS Teams Channel or the UoL [coronavirus website](#).

Thesis submission for examination

In response to the current situation, we have moved to online thesis submission only. Theses should be submitted via rp_examinations@adm.leeds.ac.uk as a PDF; soft-bound copies are not required. Your thesis can be submitted and assessed remotely. Further advice on how to do this can be found in the following sections.

If the current situation means that you are not going to be able to meet the deadline for thesis submission, you can apply for an extension, and the University will consider all requests sympathetically. You can apply for an extension using the Suspension/Extension application form available on the PGR MS Teams channel.

Your viva

Arrangements have been made for it to be possible for you to complete your viva via video streaming, where appropriate. The policy on video stream is available to [download](#). If you prefer to postpone and rearrange your viva, we will be happy to support this - please contact the Research and Knowledge Exchange Office (RKEO). Section 2 of this document includes details of the 'Preparing for Your Video Streamed Viva using Teams' sessions that are available to PGRs.

Final thesis submission (after successful viva and completion of any corrections)

The University has withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree. You only need to upload a PDF copy of your thesis to White Rose Etheses Online. This can be carried out remotely.

If the current situation means that you are not going to be able to meet the deadline for completing any minor corrections to your thesis you can apply for an extension via the DoPGR.

The LTU Research Office Team (research@leedstrinity.ac.uk) and the thesis examination team in the UoL Doctoral College Operations is happy to help with any queries (rp_examinations@adm.leeds.ac.uk).

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Introduction

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

Further support and advice about the research degree thesis examination process

- All PGRs should consult their supervisor(s) for appropriate guidance in preparation for their submission and examination (see section 2 of this Guide). A "mock viva" may be helpful for some PGRs, and if so, you should again consult your supervisors.
- You should, at an early stage in your candidature, ensure you are aware of the criteria for award for the research degree for which you are registered. This is the criteria that will be used by the examiners when examining the thesis. The requirements and learning outcomes for research degrees are provided in the [Ordinance, Regulations and Programmes of Study](#).
- A range of support is available to those nearing the completion of their research degree. Please see Section 2 of this Guide.
- Practice-led PGRs should also consult their [Faculty's practice-led protocol](#). This sets out specific information relating to the submission and assessment of practice-led research including the assessment of any live practice and the recording and format of the submission.
- Disabled postgraduate researchers, and their supervisors and examiners, can access a wide range of support [from Student Support and Wellbeing](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in your Learning Support Plan.

Overview of the steps and timescales in the thesis examination process

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

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

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

- Complete the Examination Entry form. Your Supervisor will approach Examiners. The [Examinations Group](#) will consider recommendations for the examiners.

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

- You must submit one PDF copy of your thesis to rp_examinations@adm.leeds.ac.uk on or before your maximum time limit, bound copies are not required, ensuring that you copy research@leedstrinity.ac.uk in on your submission email.
- If the current situation means that you are not going to be able to meet the deadline for thesis submission, you can apply for an extension. The University will consider requests sympathetically.
- The UoL DCO makes your thesis available to examiners, normally within 10 working days of submission.

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

- You must complete an [oral examination](#). The **Internal Examiner** makes the arrangements for this, normally within 3 months from receiving the thesis (6 months for MD).
- Arrangements have been made for it to be possible for you to complete your viva via video streaming. If you prefer to postpone and rearrange your viva, we will be happy to support this. Your Graduate School can provide advice and support.

Within 4 or 12 weeks of successful viva – Complete any minor corrections to your thesis

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

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

- The final eThesis (including any approved required corrections) must be uploaded to White Rose Etheses Online normally within 1 month after the internal examiner has approved your corrections. From March 2020 a hard bound copy of the thesis is not required for award

After deposit of the corrected thesis & approval by Examinations Group - Publication of Pass List

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

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

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

1.0 Entering for examination

1.1 Examination Entry Arrangements

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

1.2 Nomination and appointment of Examiners

Once you have completed your part of the examination entry form, it should be passed to your Lead supervisor so that they may approach intended examiners and complete the recommendations for the appointment of examiners. The Graduate Board's Examinations Group has agreed examiners. At least one internal examiner and one external examiner will be appointed. In some cases the appointment of an independent chair may also be required. PGRs may be asked by supervisors for their views on individuals who might act as Examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the Director of PGR Studies.

The Examination entry form is then passed to the Research Office Administration Team for checking and through to the Director of PGR Studies for approval before being submitted to DCO. The details are checked in DCO and the names of the recommended examiners are forwarded to the Examinations Group of the Graduate Board. The final decision about the appointment of Examiners is made by the Examinations Group. You should allow at least 6-8 weeks from submission by the Research Office to the UoL for consideration by the Examinations Group.

2.0 Preparing for submission and examination

2.1 Timescale for submission

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

submit your thesis for examination by the end of the maximum period of study (the maximum time limit) for your programme, as governed by the University's regulations.

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

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

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

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

2.2 The advice of your supervisor(s)

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

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

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

2.3 Thesis preparation and viva workshops

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

For PGRs – preparing for your Video Streamed Viva using Teams

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

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

- 1) Offering the candidate a break after each hour of the viva conducted.
- 2) An independent chair can be appointed, at the request of the PGR and supervisors, to ensure the viva is conducted in accordance with University of Leeds regulations for online vivas.
- 3) Implementation of any reasonable adjustments in the form of a learning support plan, as outlined by the Learning Support Plan agreed through the Disability and Dyslexia coordinator; these will be implemented and communicated to the external examiner ahead of time by the internal examiner.

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

**Note that you should ask your supervisor to do a mock viva with you. Our support here is offered in addition to any support from your supervisor.

2.4 Mock viva

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

2.5 Assessment criteria used by the examiners

You should, at an early stage in your candidature, make yourself aware of the criteria for award of the research degree programme for which you are registered. This is the criteria that will be used by the examiners when examining the thesis at the examination stage. The requirements and learning outcomes for research degrees are provided in the [Ordinance and Regulations and Programmes of Study](#). For example, to qualify for the award of the degree of Doctor of Philosophy (PhD):

2.5.1 Criteria for the award of PhD

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

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

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

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

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

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

2.6 Supporting Disabled Postgraduate Researchers

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

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

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

2.7 Academic Integrity

All PGRs are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism. You must ensure that you have read and understood the rules on plagiarism. If you are in any doubt you should consult your supervisor(s). The University has [procedures for the investigation of allegations of plagiarism](#) identified in a thesis submission. Where the examiners suspect plagiarism within a thesis submission the matter must be immediately reported to the RKEO who will liaise with Doctoral College Operations. The oral examination will be postponed, pending investigation of the allegation (the procedure is set out in the full policy document). Any PGR guilty of plagiarism may be expelled from the University at any time, or have their award revoked.

⁴See under Complaints, Appeals and Disciplinary matters

3.0 Format and presentation requirements for the submitted thesis

The following requirements should be followed when preparing your thesis.

3.1 Text

The thesis must be written in English. (With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English). Theses must be presented in a clear, standard font of 11 to 12pt size. Text must be clear and easily readable both in print form and when converted to pdf eThesis. You should consult with your supervisor regarding any text/font conventions normally used in your discipline. Text that is in upper case only or in which some letters are non-standard is not acceptable as thesis text. Text must be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used).

3.2 Pagination

Pages of text and appendices must be numbered consecutively throughout the thesis, including photographs and/or diagrams where possible (see further requirements below). Page numbers must appear on each page, preferably at the centre of the top of the page.

3.3 Presentation of the title page

The title page must give the following information

- a) The full-title of your thesis (and sub-title if any), as submitted at examination entry;
- b) Your full name, as held in the University's records, including any and all middle names.
- c) "Submitted in accordance with the requirements for the degree of" with the name of the relevant degree added in full afterwards;
- d) "The University of Leeds" followed by either;
 - i. the name of the School in which you were registered and supervised; or
 - ii. if you received formal supervision in two Schools (one of which was your parent registration School) you can include the names of both Schools if you wish; or
 - iii. the name of the appropriate academic Centre or Unit in which the research was conducted (after permission has been obtained from the Director of PGR Studies in the School in which you were registered); or
 - iv. in the case of research students registered at accredited institutions (Leeds Trinity) the "University of Leeds" followed by the name of the Institution together with the name of the school within the institution
- e) The Thesis must show the month and year that the thesis is submitted **for examination.**

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

3.4 Second Page (Intellectual Property and Publication Statements)

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

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

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

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

- details of which chapters are based on work from jointly authored publications;
 - details of the publications which have been used (e.g. title, names of authors, dates, journals etc.);
 - details of the work contained within these publications which is directly attributable to you; and details of the contributions of the other authors to the work. PGRs submitting an alternative style of doctoral thesis including published material must also include on this page a brief rationale for submitting the thesis in the alternative format and a brief summary of how the thesis has been put together
- (b) A statement as follows: *"This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement"*¹⁰

Optional - Assertion of moral rights. If you wish to assert your moral right to be identified as the author of the work insert the following:

"The right of <your full name> to be identified as Author of this work has been asserted by

<your full name> in accordance with the Copyright, Designs and Patents Act 1988."

3.5 Acknowledgements page

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

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

3.6 Abstract

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

3.7 Table of Contents and Lists of Tables and Illustrative Material

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

3.8 Abbreviations

Where abbreviations are used, a key must be provided.

3.9 Referencing Styles

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

referencing and citing work within your discipline. You may find the information on the [Library website helpful](#).

3.10 Presentation of your name on the thesis

You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and you must use this registered name on the title page of your thesis. This is important for any future requests the University receives to verify the award of your degree. Your name must be presented in full on the title page of your thesis, including any and all middle names which are held in the University's records.

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

3.11 Inclusion of Supplementary Data/Information with the thesis

You may send supporting supplementary data (or other material) alongside your thesis submission for examination. This should be used in exceptional circumstances only, where it is considered that it may be important for examiners to have access to supporting material. It should not be used for material that is essential reading for the examiner in order for them to reach a considered evaluation of the work. There is no requirement for the examiners to refer to the supplementary data/information, although they may do so if they wish, and the thesis must stand alone and be intelligible and examinable without the supplementary data/information. Where it is necessary to include supplementary data/information you will need to indicate this by also completing and uploading a separate [form](#).

3.12 Practice-led research degree submissions

PGRs registered for a practice-led research degree must also consult the [Practice-led protocol](#). This sets out information relating to the submission and assessment of practice-led research degrees including the assessment of any live practice and the recording and format of the submission. This material must be sent via email and will form the thesis submission.

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

Graduate Board has issued guidance upon the use of published work within a thesis (which has been carried out during the course of the candidature). This is intended to provide PGRs with further information on identifying the contribution of others to the work contained within the thesis. This is especially important when chapters might

have been based on jointly authored publications as the examiners will need to be able to clearly identify the work directly attributable to the PGR to determine whether there is a substantially original contribution by the PGR and whether this contribution is at the appropriate level to merit the award of the degree.

Where work, which has formed part of a solely or jointly authored publication, is to be included within a thesis, you must declare your intention to use this work (and the contributions of each author in the case of jointly-authored publications) on the appropriate section of the examination entry workflow. This information will be provided to the examiners with the thesis. You must also send a copy of each publication to alongside the PDF of your thesis. Publications should not be provided alongside the final, corrected, eThesis which is uploaded to WREO.

Further detail is given in the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#).

3.14 Length of Thesis

During the examination of your thesis your examiners will be considering both the quality and value of your work and the way in which you have chosen to present your review, results, arguments and conclusions. Your ability to express your findings in a clear and concise manner will be under examination and excessive length or too discursive a style will be judged a weakness. Your supervisor, of course, best placed to advise you on the desirable length and form of your submission within the University's limits.

The University expects that theses will normally not exceed the following maximum lengths. The page limits given here are an approximation based on you having presented your thesis (text size, spacing) in accordance with these regulations. If your thesis is longer than the page limit but still within the word limit the Graduate School should send confirmation (including the word count) to rp_examinations@adm.leeds.ac.uk

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

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

	30,000
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Please note that the above limits include all appendices & footnotes but not bibliographies/reference lists. It should be noted that the maximum limits are not intended to be interpreted as a requirement for the length of the thesis and that in certain disciplines the thesis may be considerably shorter - you should seek further advice from your Supervisors or Director of PGR Studies.

3.16 Extensions to the maximum length of theses

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

4.1 Deadline for Submission

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

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

If the Covid situation means that you are not going to be able to meet your deadline for submission, you can apply for an extension, and the University will consider requests sympathetically.

You may upload submit your thesis at any time, but please bear in mind that during this period of remote working it is likely that Graduate School and Doctoral College Operations staff will only be available to support and assist you during normal office hours. If other difficulties arise you must talk to your supervisor(s) or the DoPGR as soon as possible for advice.

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

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

4.2 Process for submission

Theses must not be sent directly to the examiners, Leeds Trinity University PGRs must email a PDF copy of their thesis to the UoL via rp_examinations@adm.leeds.ac.uk

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

4.3 Dispatch of your thesis to your Examiners

Leeds Trinity University PGRs only

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

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

4.4 Use of University facilities whilst awaiting the oral examination

All PGRs awaiting examination may continue to use the University facilities, normally for a period of up to 6 months from the date of submission of the thesis. There is no charge for this. This will ensure that you are able to make use of facilities whilst preparing for the oral examination and also for a short period after examination when you may be required to make minor amendments or correct stated minor deficiencies to your thesis. It will also assist with preparation of papers for publication.

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

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

4.5 Communication from the University during the examination period

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

5.0 The Oral Examination

5.1 The oral examination

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

The University 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 you¹⁵. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied; e.g. for a Doctoral degree evidence of originality and independent critical ability is required and, where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met. **The examination must be conducted in English.** Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

5.2 Preparing for your oral examination

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. Section 2 of this document outlines a number of sources of advice in preparation for your oral examination, including the [training opportunities](#) for postgraduate researchers available.

5.3 Arrangements for your oral examination

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

5.4 Timescales for the examination

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

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

5.5 Attendance for the oral examination

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

Arrangements have been made for it to be possible for you to complete your viva via video streaming. The policy on video stream is available to [download](#). If you prefer to postpone and rearrange your viva, we will be happy to support this - please contact your Supervisor(s) and the DoPGR. If you are in the UK on a sponsored visa please contact the LTU student administration Office for advice.

It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners (6 months in the case of MD candidates).

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

5.6 Attendance of your Supervisor at the viva

You may invite one of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the examination and takes no part in the academic judgement and the

decision making process. They must leave after the examination (alongwith you) so the examiners can discuss their recommendation. The examiners have the right to ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the examination. Those present at the examination will be the PGR, the external examiner(s), the internal examiner(s), the independent chair (if appointed) and one of the supervisors(as an observer if it is decided that they should be present).

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

5.7 Attendance of an independent chair

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

5.8 ‘Mitigating circumstances’ for PGRs

For postgraduate researchers, the Graduate Board accommodates ‘mitigating circumstances’ by considering a period of suspension or extension of study which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination. For research degrees there canbe no “mitigating circumstances” with the criteria for award. In order to be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met .Anymitigating circumstances which may have affected the PGR during their period of study should not betaken into account as part of the assessment of the thesis and should never lead the examiners to award a research degree where the work is not felt to be of the appropriate standard. However such factors might be taken into account when determining whether any reasonable adjustments to the examination process should be considered, for example in the case of a disability, or in terms of whatsupport may be needed in order to complete any amendments to the thesis after the examination.

6.0 The result of the examination

6.1 The outcome of the examination

The result of the examination should be given informally to you, normally after the oral examination (This must be within 24 hours of completion of the oral

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

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

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

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

6.2 Award (without corrections)

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

6.3 Award subject to editorial and presentational corrections

An award subject to editorial and presentational corrections means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain minor editorial errors (e.g. trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other 'signpost' material for the sake of clarity). Your examiners will advise you of the corrections that are needed to your thesis and you should begin work on these immediately.

You will not receive these details from DCO. Your corrections must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections you must upload a copy of your pdf 'eThesis' format within

1 month of your internal examiner approving your corrections to rp-examinations@adm.leeds.ac.uk Please see sections 8 and 9 of this Guide for further advice on final thesis submission.

Leeds Trinity University PGRs only

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

6.4 Award subject to minor deficiencies

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

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

Leeds Trinity University PGRs only

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

6.5 Referral for resubmission

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

You will be required to revise your thesis, which may entail further research or any other activity required by the examiners, and resubmit this for re-examination. The examiners will prepare "Notes for Guidance" which will set out what needs to be done in order for the thesis to reach the standards required for the award of the degree.

The examiners' report and notes for guidance must be submitted to DCO for scrutiny by Examinations Group. For referred PGRs, the report and notes for guidance do not have to wait for a full meeting of the Group and are considered on a continuous

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

6.6 MPhil award on a PhD submission

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

6.7 Fail

If the examiners' recommend that the thesis be failed there is no further opportunity to revise and submit the work. In their report the examiners must clearly explain their reasons for not recommending the award of a degree and this will be sent to you by Doctoral College Operations after approval by the Graduate Board's Examinations Group.

In some circumstances PGRs may appeal against an adverse academic decision. The procedure governing the consideration of PGRs appeals can be found at: http://www.leeds.ac.uk/secretariat/student_cases.html.

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

6.8 Graduate Board's Examinations Group

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

7.0 Completing corrections to your thesis (after successful examination)

7.1 Correcting any presentational and editorial corrections or minor deficiencies

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that

the required corrections have been carried out to a satisfactory standard such that the criteria for award have been met.

After successful examination you should begin to prepare the final version of your thesis by undertaking any corrections and returning these to your Internal Examiner within the normal time period (4 weeks for editorial & presentational corrections & 12 weeks for minor deficiencies). Individual pages of the thesis must be fully corrected and it is not possible to simply provide an errata page. You must also ensure that the thesis abstract remains appropriate.

You are advised to consult with your Supervisor(s) throughout this process. **The Internal Examiner does not take a supervisory role during the correction period.** They may, however, provide clarification of the corrections required. If you are unclear about any of the minor deficiencies requiring correction you must seek clarification promptly, and at an early point in the correction period. You should consult with your supervisor in the first instance and, if appropriate, your supervisor may contact the Internal Examiner for further clarification. PGRs working on corrections may still have contact with their supervisor and must continue to attend to the satisfaction of their School.

7.2 Approval of your corrections by the Internal Examiner

Once the corrections have been completed you must submit these to your internal examiner for checking. The external examiner must be consulted on the corrections if they wish.

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

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

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

7.3 Extensions to the correction periods

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

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

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

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

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

If after checking the corrections, the internal examiner is of the view that not all of the required corrections have been carried out to a satisfactory standard, exceptional permission will be required from the Examinations Group to allow for a further correction period to address any outstanding corrections and allow for the conditions for award to be fully met. A case must be made by the Director of PGR Studies for consideration by the Examinations Group.

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

8.0 Submission of the final thesis (after successful examination)

From March 2020, the University has withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree. You only need to upload a PDF copy of your thesis to White Rose Etheses Online. This can

be carried out remotely. You can find advice on how to upload your eThesis on the Library website.

All PGRs must submit their successful thesis for retention in the University Library. Set out in this section are the arrangements for final thesis deposit and changes from March 2020. The University has withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree. You only need to upload a PDF copy of your thesis to White Rose Etheses Online. This can be carried out remotely.

8.1 eThesis Deposit in White Rose Etheses Online

Leeds has worked with the Universities of Sheffield and York to develop [White Rose eTheses Online](#) (WREO), an open access repository to store digital copies of successful doctoral theses. Storing theses and making them available in an open-access repository is common practice both in the UK and internationally and ensures that the theses are appropriately described, safely housed and easy to obtain.

Benefits include:

- Your thesis is more likely to be widely read.
- Theses are immediately available and readily searchable - potential readers will be able to find a stored eThesis through an ordinary search engine such as Google or specialist, academic search engines.
- Your eThesis will be made available to the British Library's EThOS Service (Electronic Theses Online Service).
- The worldwide visibility of UK higher education research is increased.
- An underused primary research is made available.
- The profile of the researcher, institution and individual schools may be raised.
- eThesis submission can help you meet the requirements of your funding body (for example research councils). From the Research Council UK "In the case of Ph.D. theses funded by Research Councils, metadata describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award. Councils recognise that commercial, collaborative or publication arrangements may necessitate a slight delay; this can be at the University's discretion but RCUK expects the thesis to be deposited as soon as possible."

9.0 Preparing and uploading your eThesis

9.1 Where to upload your eThesis

You will need to deposit the final eThesis (and redacted eThesis if required) using the [online eThesis deposit process](#). You can specify the thesis retention arrangements and upload your eThesis using the simple online deposit process.

9.2 When to upload your eThesis

You should only upload the final, corrected version of your eThesis normally within one month of your internal examiner approving the correction of any editorial and presentational corrections or minor deficiencies to your thesis. If there were no corrections required the deadline for deposit is normally within one month of the viva.

9.3 What file format to upload as your eThesis

One complete PDF eThesis file MUST be supplied as follows:

- This must be a single PDF file exactly replicating the content of the final, corrected thesis approved by your internal examiner for the award of your degree (including all appendices).
- Theses produced using other packages (Word, LaTeX etc) must be converted to PDF.
- On opening the file the first page accessed by the user should be the title page of the thesis.
- The eThesis should be given a standard filename: Surname & initials, school, degree, year of submission, for example: Smith_ABC_Chemistry_PhD_2020.PDF. The filename will be visible to anyone accessing your eThesis. For this reason it is important that you follow the filename format and do not include other information (e.g. your student ID number) in the filename
- .

The PDF file is the version of your thesis that will be made live in WREO and accessible by users, after any embargo period has expired. To help ensure longer-term digital preservation of your thesis, it is strongly recommended that you also provide your thesis in its original source file format (e.g. Word, LaTeX). Wherever possible, please also upload the original source files for your thesis in addition to the final PDF. The PDF must be supplied in all cases, to fulfil the requirements for the award of your degree.

If you are a practice-led researcher your eThesis will comprise both the written commentary and the related practice material. You must upload both the written commentary (as a single PDF file) and all the practice material in appropriate electronic files (for example pdf, jpeg, mp3) to White Rose eTheses Online. Please refer to your Faculty's Practice-led Protocol for further advice.

9.4 How to upload your eThesis

You can find a step-by-step walk through of the deposit process on the website. You will need to create an account and register, after which you will receive confirmation of your username and password. From here you can manage your eThesis deposit via the 'Manage deposits' page. This will take you through a range of screens where you enter details about your thesis, including whether an embargo access is needed, and upload your eThesis (and redacted eThesis if required). The name which appears in the Library and WREO records must be the full legal name held in the University's registration records. You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and this is the name that will appear on the pass list and your certificate.

. It is very important in terms of any future requests the University receives to verify your degree that all records match. You must use your full registered name on your eThesis. You must enter your full, registered name – including any and all middle names held in the records – when you complete the online thesis deposit form as part of the eThesis upload process. If the name you enter does not, for any reason, correspond with that which appears on the University pass list it will be amended in the WREO/Library records to correspond with the pass list.

9.5 Deposit of research data and associated materials

At this stage you may also need to arrange for the deposit of your data and research materials, in accordance with what was agreed with your Supervisor and/or set out in your data management plan. A DMP is a mandatory requirement for any PGR commencing study from 01/09/2019 onwards. PGRs commencing study before this are strongly encouraged to draw up a DMP. This could involve depositing material directly with your Supervisor or School, or upload to a trusted data repository (White Rose Etheses Online, Research Data Leeds or other repository). Increasingly, research funders have explicit expectations about how research data is managed and encourage datasharing beyond the original project where this is appropriate. Other researchers may want to review or reuse your data or try to replicate your findings. Research data is often made available by depositing it in an online data repository. The University's Research Data PURE repository can be used to share research data generated by LTU researchers. You may wish to share supplementary data associated with your thesis, or share data for a conference presentation, or an exhibition or data that underpins a journal article. This will ensure that materials of all kinds captured during your research process are handled appropriately and remain findable, retrievable and understandable for as long as they are required.

9.6 Confirmation of eThesis upload

Once the upload process has been completed you will receive confirmation via email. A confirmation email will also be sent to your supervisor and to Doctoral College Operations staff. Please make sure you include the names of all your supervisors and their email addresses as part of the online process. On receipt of the

confirmation email your Supervisor may, if necessary, contact DCO to amend the embargo period which has applied to your thesis.

9.7 When the eThesis will be made live

The uploaded file will not go live until after your degree has been awarded and your name has appeared on a pass list. However if you have placed an embargo on access to your thesis then the files will not go live until after the embargo has expired (although your name, thesis title and abstract will be visible in the WREO record after the pass list has been published).

9.8 Preparing a redacted eThesis (if required)

Please consult the [Library website](#), for further advice on using copyrighted material in your thesis and publishing material from your thesis (prior to and after submission). You can also contact copyright@leedstrinity.ac.uk with

any questions. PGRs are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of their thesis. However, it is recognised that in some cases it may not be possible to gain permission, either because permission is declined, no response is received or because it would be too expensive. This means that you will not be able to make the full text of your eThesis available online. If you have not been able to obtain the permission of the copyright holder, you will need to prepare two versions of your eThesis as follows: Further information is available on the eThesis website. Please contact PGR & Operations if you feel it will be necessary to submit a redacted eThesis: rp_examinations@adm.leeds.ac.uk

- *eThesis 1*: A “complete eThesis” - a single file including the final, corrected content of your thesis (as approved by your examiners).
- *eThesis 2*: **If supported by the Faculty/School**, a “redacted eThesis” with any third party copyright material redacted (removed or obscured) and replaced with a statement such as *“This image has been removed by the author of this thesis for copyright reasons”*. If possible, when removing material, a placeholder should be included to retain the pagination of the original document. A complete eThesis file **MUST** still be supplied but will not be made available online. After the end of any embargo period placed on the thesis only the redacted eThesis will be made available for access.

10.1 Thesis embargo arrangements

Wherever possible, theses should be made ‘open access’ (i.e. freely available for access). If there are no confidentiality, commercial or publication constraints the full text of your thesis can normally be made immediately available in WREO with no embargo or restriction.

However in some cases immediate access to a thesis may not be possible and it may be necessary to restrict access to the full text of your thesis by applying a short, temporary embargo on the thesis. Examples of when a temporary embargo might be considered include:

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

You may not need to embargo your eThesis prior to any related pending publications. Many publishers will expect the journal paper or monograph to be significantly revised from the original thesis and will not require your thesis to be placed under embargo. Publisher policies do vary, and you should contact potential publishers directly to discuss your situation and whether or not an embargo is really necessary.

10.2 Length of embargo

Access to the full text of the thesis can normally be restricted for one, two, three, or five years. In the case of a patent pending or in other exceptional circumstances, it may be possible to embargo your thesis for longer. If you think this might be necessary you should consult with your Supervisor in the first instance. A case must be made by your Director of PGR Studies to DCO. All requests will be considered by the Graduate Board's Examinations Group.

In the case of Ph.D. theses funded by Research Councils, RCUK Terms and Conditions require that metadata (name, thesis title, abstract) describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award. Councils recognise that commercial, collaborative or publication arrangements may necessitate a slight delay; this can be at the University's discretion but RCUK expects the thesis to be available as soon as possible.

10.3 Agreeing the retention of thesis arrangements with your Supervisor

Decisions on whether an embargo is required and how long is appropriate should be taken in consultation between the PGR and their supervisor(s). Therefore, before you upload your eThesis you must discuss the retention of thesis arrangements with your supervisor(s) so you know whether to ask the University to embargo your thesis from immediate publication. This could be particularly important if your research has been carried out as part of a research group and you must therefore discuss these matters with your supervisor(s) before you upload your thesis. Some commercial sponsors may also require that restrictions be placed upon access to the thesis.

As part of the eThesis upload process you will be asked to specify the retention of thesis arrangements for the library and indicate any embargo that has been agreed with your supervisor. Email confirmation will be sent to you, your Supervisor and

DCO. Your Supervisor is asked to inform DCO if any changes are required to the embargo period you selected and may require the embargo period to be increased or reduced.

If an embargo is placed on the thesis, certain data will still be visible in the University Library catalogue and in WREO, including your name, thesis title and the abstract of your thesis. However the full text of your thesis will not be accessible until after the expiry of the embargo period.³¹ If you wish to restrict access to the full abstract during the embargo period, you may also provide a revised abstract to be made available during this period. In exceptional cases, it may be necessary to hide all details about a thesis from public view, including your name, thesis title and abstract. If you think this might be necessary you should consult with your Supervisor in the first instance so that the matter can be raised with your Director of PGR Studies. A case must be made by your Director of PGR Studies to DCO. All requests will be considered by the Graduate Board's Examinations Group. You should do this before you upload your eThesis.

10.4 Release of the thesis after the embargo period

After the embargo period the eThesis will automatically be released and will be available for access. If you submitted a redacted eThesis, after the end of any embargo period placed only the redacted eThesis will be made available for access.

10.5 Changes to the embargo period

It is your responsibility to contact Doctoral College Operations before the end of the embargo period if you wish to change the period of restriction (either to reduce or extend the embargo period). An extension to the embargo period, or lifting an embargo in advance of the set date, may normally only be done with the agreement of the supervisor(s). You should contact your Supervisor to discuss and agree any change to the embargo period. If agreed, you can then contact Doctoral College Operations (rp_examinations@adm.leeds.ac.uk) to ask for the change to be made.

10.6 Creative Commons Licence

As part of the eThesis upload process you will also be asked to indicate a Creative Commons Licence for your work. This licence protects you as the author of the work and clarifies (and limits) the uses that others may make of your work without them needing to ask you for permission. Please consult the [Library website](#) for further advice on licensing your thesis for others to use and protecting your rights as the author of the thesis.

11.0 Award of your degree and graduation

11.1 Award of a research degree

The award of a research degree cannot be confirmed until certain conditions have been met. The report and recommendation of your examiners is subject to approval by the Examinations Group. You must complete any corrections to the satisfaction of your internal examiner and submit your corrected eThesis. Your research degree can be awarded and your name included on a pass list once **all** the following conditions have been met:

- Your examiners' report has been approved by the Examinations Group.
- DCO has received confirmation that the internal examiner is satisfied with any corrections
- You have deposited the full text version of your eThesis in WREO. If you are a practice-led researcher your eThesis will comprise both the written commentary and the related practice material, and all elements must be deposited before the award of the degree can be confirmed
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

In accordance with the decision of the Graduate Board no exceptions will be permitted and staff in Doctoral College Operations have no discretion in these matters.

Please remember to return any borrowed equipment and Library books etc

11.2 Publication of Pass List

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

11.3 Graduation choices

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

11.4 Degree Certificate

The University provides each successful PGR with one original copy only of the certificate bearing their full name according to University records on the date on which their degree was awarded (the date of the Graduate Board's Examinations Group meeting). The date of award which appears on the final degree certificate and

the Diploma Supplement and Statement is the date of the Graduate Board's Examinations Group meeting at which the report and recommendation of the examiners' report was considered and approved. If you have any questions regarding receipt of your certificate please contact LTU student administration via records@leedstrinity.ac.uk

11.5 Diploma supplement and statement

At Leeds, a Diploma Supplement and Statement is issued to PGRs who commenced study in or after September 2003 together with their certificate. An information booklet is included which describes the level and nature of the award and of the awarding body.

11.6 Award statements

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