

Leeds Trinity University

Postgraduate Research Protocol for the implementation of the University of Leeds Code of Practice for Research Degree Candidatures

(with effect from session 2021/22)

Overview

Arrangements exist whereby Postgraduate Researchers (PGRs) may be accepted as candidates for research degrees of the University of Leeds (UoL) whilst registered at Leeds Trinity University (LTU). These arrangements are under the general supervision of the UoL Graduate Board.

The Graduate Board is responsible for securing and enhancing the quality and standards of research degree programmes awarded by the UoL. LTU is represented on UoL Graduate Board by the Chair of LTUs Research Degrees Sub Committee (RDSC), and UoL are represented on LTU's RDSC by a designated UoL Professor.

This Protocol sets out the requirements of the Code of Practice for Research Degree Candidatures at the UoL. It also includes details of how the UoL Code is implemented at LTU, and the minimum standards LTU PGRs can expect in connection with the supervision of their research degree study at LTU. It is, therefore, a vital document for all LTU PGRs and their supervisors.

1.0 General

Research, advanced scholarship and knowledge exchange are a fundamental part of life at LTU. We cultivate a research-led culture across all our course subject areas and research centres to enhance our students learning experience. Our research ambitions are detailed in our [2018-21 Research Strategy](#); a new strategy is shortly to be introduced. This consolidates the very substantial progress made over the last five years while aligning our research to LTU's strengths and latest strategic plan. Postgraduate researchers are a vital part of LTU's research community. While some LTU PGRs come direct from undergraduate degrees, many are returning to higher education, with substantial experience of professional practice. Some of these PGRs already have significant skills and research experience. It is therefore recognised that all LTU PGRs have unique training and development needs to enable them to enter a variety of fields, both within and beyond academia, upon completion of their degree.

This Protocol sets out a framework of shared responsibilities between the UoL, LTU, supervisors and PGRs with the aim of delivering successful research degree programmes according to national and international expectations and to inspire all our PGRs to develop their full potential. At LTU the Executive is responsible for the provision of the resources to implement this Protocol. UoL Graduate Board and LTU RDSC are responsible for approving this protocol, with the Research and Knowledge Exchange Office (RKEO) at LTU being responsible for drafting, annual updating, disseminating the approved Protocol and monitoring implementation.

This LTU Protocol is provided as an Appendix to the LTU Research Degrees Handbook, which is issued to all PGRs on registration. The Handbook is also made available via Microsoft Teams and the LTU external [Research](#) web pages as a key document. The RKEO is responsible for its inclusion in the Handbook, distribution to relevant staff and PGRs, and web-mounting.

2.0 Management Structure

The UoL Dean of the Leeds Doctoral College maintains strategic oversight of the PGR experience and works through the UoL Graduate Board to develop policies that maintain and assure the academic standards of research degree awards and enhance the experience of PGRs.

At LTU overall strategic responsibility for postgraduate research degrees rests with the University Lead for Research and Knowledge Exchange (LRKE) who chairs the Research and Knowledge Exchange Committee.

LTU nominates one individual to undertake a role equivalent to that of a UoL Director of Postgraduate Research Studies (DPGRS), subject to ratification by the Dean of the Leeds Doctoral College. Deputy DPGRS may be appointed to assist the LTU DPGRS and take responsibility for specific duties in relation to PGRs.

Within LTU, Postgraduate Research Degrees are managed by the Research Degrees Sub-Committee, chaired by the DPGRS, with the assistance of the Research and Knowledge Exchange Office and central Student Admissions staff. The DPGRS has operational responsibility for the administration of Research Degree Programmes (RDPs) at LTU. The DPGRS reports to the Research and Knowledge Exchange Committee (RKEC), a committee of the LTU Academic Board, which is in turn responsible to the Academic Board for the quality of Research Degree programmes. The Research and Knowledge Exchange Office provides secretarial and administrative support to the DPGRS and is responsible for liaising with central Student Administration on behalf of the DPGRS at LTU regarding progression and award. The DPGRS works School/Departmental Research Leads who have broad responsibility for the development of research cultures within their respective Schools.

Reporting and discussion of matters of policy are the responsibility of the LTU Research Degrees Sub-Committee Committee, which reports annually to RKEC, and

- i. Advises RKEC on matters of policy and general principles with regard to the administration of research degrees and individual candidatures.
- ii. Ensures compliance with the Accreditation Agreement between LTU and the UoL.
- iii. Keeps under review PGR recruitment and monitoring procedures
- iv. Receives (as reserved business) and monitors reports on the progression of PGRs registered at LTU and of LTU staff who receive financial support to undertake research degrees at other institutions.

RKEC also considers reports from the DPGRS on discussions at the UoL Graduate Board, and, where appropriate, meetings of the Board's sub-groups, and other associated meetings and events. RKEC has overall responsibility for the internal quality assurance of RDPs at LTU, and monitors congruence with the UoL's regulations and the QAA Quality Code.

3.0 Admission

3.1 The minimum requirements for entry to research degree study at LTU are stated on the [LTU website](#) as well as in the UoL [Ordinance and Regulations](#) for research degrees. Applications for admission to postgraduate research will be considered under arrangements specified by LTU. The consideration of applications will normally be undertaken by the DPGRS and potential supervisor. An acknowledgement should be sent on receipt of an application and the DPGRS should ensure that the application is considered expeditiously. At least two members of staff, will be involved in the consideration of each application which meets the minimum entry requirements (except, where applicants do not satisfy the minimum stated requirements for acceptance as a PGR, when the decision may be made by the DPGRS acting alone). Where practicable, an interview will take place for those applicants for whom an offer of admission is under consideration. The suitability and qualifications of all applicants should be carefully considered in the light of the entry requirements for the particular degree programme and other requirements of the UoL (e.g., English language requirements). Appropriate expertise for supervision and adequate resources must be available (e.g. equipment, library collections, and computing facilities and software) for the proper conduct of the research and applicants should be accepted only where appropriate expertise for supervision and adequate resources are available. Arrangements must be in place to consider any potential ethical issues.

Enquiries from potential research degree candidates are channelled through the RKEO which responds to general queries (e.g. about the availability of funded studentships) and passes on enquiries relating to possible opportunities to study particular areas or topics to the DPGRS or Heads of Schools, who consult with colleagues about the availability of relevant expertise before responding to the enquirer. Full details of entry requirements and the application process are given in the [Admissions Policy](#), which is

available on the Research Degrees section of the LTU website <http://www.leedstrinity.ac.uk/research/research-degrees>. Applicants are required to complete and submit the [LTU Application for Research Degree Study form](#), together with a brief outline research proposal (ideally 500-1000 words) to enable LTU staff to make a judgement as to the facilities for effective supervision available at LTU and also the quality of work being produced by the applicant at the point of application. Formal applications are given provisional consideration by the DPGRS and then passed on to the relevant Schools for consideration, which involves consultations between academic staff, including the Head of School regarding suitability and potential supervisor(s). All recommendations for admission will be considered by a minimum of two members of the academic staff; this will normally be in the form of an interview panel consisting of the proposed supervisor(s) and DPGRS (or nominee) as Chair. Where decisions are taken to recommend acceptance of applicants, the nominated supervisors, under oversight of the DPGRS, arrange for the completion of the necessary paperwork, including the agreement to act as a UoL co-supervisor, where required. Formal communications with the UoL's PGRO are managed by the DPGRS; via the LTU RKEO.

- 3.2 Recognition of Prior Learning (RPL) will be considered in respect of the taught components of a research degree programme only. Applications will normally be made at the time of admission and considered by the relevant LTU School in accordance with the procedure set out in the [programme of study specification](#) <http://ses.leeds.ac.uk/info/22168/student-support-related-policies/646/ordinances>. Graduate Board will be advised of any decisions taken. RPL is not permitted, in any circumstances, against the research thesis or thesis preparation components.
- 3.3 Where the applicant's first language is not English, the minimum English Language entry requirement for Research Degree study at LTU is an IELTS (Academic) overall score of 6.5 with at least 6.0 in each component, or TOEFL score (internet-based test) of at least 92 overall with at least 21 in listening and reading, 23 in speaking and 22 in writing ([link](#)). Where PGRs have satisfied this English language requirements, but further English language training needs are identified after admission, it should be ensured that appropriate arrangements are made and that these are added to the training plan (see 4.3 (vi) and 4.6(i)) below.
- 3.4 Formal offers of admission, which will include any conditions to be met prior to entry, can be made only by LTU Admissions following approval by the DPGRS and UoL's PGRO acting on behalf of the UoL's Graduate Board. The LTU Protocol will be drawn to the attention of candidates with their offer of admission.

4.0 Supervision

- 4.1 At LTU, all those appointed as PGR supervisors must meet the criteria specified by the UoL and must have undertaken appropriate UoL training; this training is now also delivered by LTU. It is the responsibility of the DPGRS to recommend suitable supervisors for appointment to individual supervisory teams by the UoL Graduate Board. One of the supervisors must be identified as the main supervisor.
- 4.2 Supervisors will be provisionally appointed at the time that a PGR receives a formal offer of admission by the UoL, and this will be confirmed or, where appropriate, alternative arrangements made when the PGR registers. LTU does not appoint single/sole supervisors but always a minimum of a Main and a Co Supervisor. It is normally the responsibility of the Head of the School to ensure that no supervisor is overloaded with supervisory responsibilities and the position of individual members of staff should be reviewed regularly. Supervisory workloads are reported annually to LTU RDSC to provide monitoring.
- 4.3 The responsibilities of a supervisor may be summarised as follows:
- i. ensuring that the PGR is introduced to the facilities of LTU and the UoL that are relevant to the research and that he or she is fully aware of relevant Health and Safety regulations;
 - ii. assisting the PGR 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;
 - iii. assisting the PGR 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;
 - iv. ensuring, in consultation with the DPGRS, Head of School and Chair of the Research and Knowledge Exchange Committee, that the PGR 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.
 - v. approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to PGRs that UoL and LTU attach great importance to the timely completion of research;
 - vi. conducting, with the PGR, a training needs analysis within one month for full time or two months for part time of commencement of study and agreeing a training plan;
 - vii. reviewing the training plan regularly (at least annually) and to assist the PGRs in identifying other training needs and in reflecting upon their

- personal development, for instance by reference to the [Statement on Learning Outcomes](#);
- viii. where the programme contains subject specific modules, directing the PGR through the relevant programme of courses;
 - ix. seeking to ensure that the PGR receives available research training (e.g. by attendance at courses) which may be necessary or appropriate in the individual case;
 - x. making PGRs aware of, and supporting them with any relevant Research Governance requirements and ethical procedures and ethical review;
 - xi. making PGRs aware of the relevant LTU's [Research Data Management](#) and [Information Services](#) policies;
 - xii. agreeing a supervisory programme with the PGR and arranging regular meetings with the PGR throughout the programme of study (including the overtime period) (see 4.8 and 4.9 below);
 - xiii. ensuring that, where appropriate, the PGR is aware of the LTU arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;
 - xiv. preparing regular reports on the PGR's progress (see 6.1 below);
 - xv. ensuring, in partnership with the PGR, that there are written records of formal supervisory meetings.
 - xvi. commenting within a reasonable time on written work submitted by the PGR;
 - xvii. otherwise advising generally on the research and preparation of the thesis;
 - xviii. alerting the DPGRS, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a PGR;
 - xix. reporting to the DPGRS any suspected instance of research misconduct including plagiarism;
 - xx. ensuring that the PGR receives written feedback on the assessment of progress, and to draw to the attention of the PGR problems when they arise, (where necessary this should be done in writing);
 - xxi. taking action to bring to the attention of the DPGRS any concerns about a PGR's unsatisfactory progress;
 - xxii. reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the PGR in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the PGR in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the PGR to act on any comments received. Any planned periods of absence by the supervisor from the LTU or UoL should be taken into account;
 - xxiii. keeping the DPGRS informed of any absences likely to impact upon time available for supervisory duties;

- xxiv. sending forward recommendations for the appointment of Examiners to the DPGRS;
 - xxv. ensuring that the PGR is aware of the UoL arrangements for the examination of research degree theses and the time limits for submission and ensuring that the PGR receives appropriate guidance about the oral examination including, where requested, a “mock viva”.
 - xxvi. reporting to the DPGRS when there has been no contact with an individual PGR or when there has been a pattern of absences which is affecting the PGR’s progress or causing concern for the PGR’s well-being.
 - xxvii. Nominating to the DPGRs, in consultation and communication with the PGR, suitable replacement supervisors where a member of the supervisory team has left the University temporarily (e.g. for 2 months or more) or permanently.
- 4.4 In circumstances where supervisors leave UoL or LTU they must ensure that, prior to their departure, the DPGRS is notified. In this situation, the DPGRS must satisfy himself / herself that alternative and acceptable supervision arrangements are recommended to the UoL Graduate Board.
- 4.5 Where the supervisor is likely to be absent from the UoL or LTU for an extended period, the DPGRS should ensure that some appropriate arrangements are made for advising the PGR and that the progress of a PGR is not detrimentally affected by the absence of the supervisor. Where the absence exceeds two months, arrangements will normally be put in place to identify an alternative supervisor or co-supervisor to ensure continuity of supervision is maintained.
- 4.6 PGRs have responsibilities as follows:
- i. to reach agreement with the supervisor on an appropriate training plan;
 - ii. to carry out research effectively, to attend LTU (and where appropriate, the UoL), to present work regularly and to an adequate standard in an appropriate form and against an agreed timescale taking into account any holiday entitlement;
 - iii. to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;
 - iv. to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend for formal supervision meetings throughout the programme of study (including the overtime period) (see sections 4.8 and 4.9 below);
 - v. ensuring, in partnership with the supervisor, that there are written records of formal supervision meetings;

- vi. to submit, when requested, regular written summaries of overall progress to their supervisors or, where appropriate, DPGRS or Head of School;
- vii. to comply with normal working arrangements in the LTU School;
- viii. 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;
- ix. to comply with Health and Safety requirements;
- x. to comply with any ethical requirements or appropriate Research Governance;
- xi. to comply with LTU's [Research Data Management](#) and [Information Services](#) policies;
- xii. to take measures to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor;
- xiii. to be familiar with the [regulations and procedures of the UoL](#) and [LTU](#) relevant to research degree candidatures and to comply with them;
- xiv. to ensure that they complete registration and make payment of fees at the appropriate times;
- xv. to make use of relevant facilities provided by the UoL and LTU and abide by the regulations specified for the use of these facilities;
- xvi. to assist the UoL and LTU in keeping their personal record up to date by cooperating fully with administrative procedures;
- xvii. to promptly draw to the attention of the supervisor or DPGRS 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);
- xviii. to consult with the DPGRS or appropriate senior member of staff within the School, in confidence, if they have serious concerns about the PGR/supervisor relationship;
- xix. 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 PGR for more than five working days);
- xx. to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
- xxi. 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 UoL's requirements.

4.7 PGRs are encouraged to maintain Personal Training and Development Plans.

4.8 The requirement at LTU is that a full-time PGR will have a minimum of 10 supervision meetings a year. The relevant number for part-time PGRs is 6 a year. When PGRs are abroad or at other institutions in the UK formal supervisory contact may take place by other means (e.g. telephone, video

conferencing, Voice over Internet Protocol (VoIP) (e.g. MS Teams), email). Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time PGRs (or 12 weeks for part-time PGRs). During periods of fieldwork, when it may not be possible to hold regular supervision meetings or where the location of the PGR does not allow for supervisory meetings to continue, it is accepted that gaps between meetings of more than 8 weeks to occur (or 12 weeks for part-time PGRs). Notes must be kept of all formal supervision meetings.

- 4.9 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 PGRs will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 6 a year). The meetings must be recorded and may take place in a variety of forms (for example in face to face meetings when the PGR is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (e.g. MS Teams) 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.

5.0 Supervisory Support

- 5.1 LTU only uses UoL Model 1 mode of supervision:

Model 1: Co-supervision

Either (a) one main supervisor together with a Research Support Group of between 2-3 (which may include individuals who are external to the UoL and LTU); the Research Support Group is advised to meet with the PGR every 6 months to review progress and to discuss this with the PGR.

or (b) one main supervisor with a co-supervisor(s) (who may be external to the UoL or LTU).

In all cases, at least one of the supervisors must hold UoL “model 1” status

- 5.2 At LTU PGRs are offered annually the chance to meet with the DPGRS without their supervisors, to review progress and raise any matters of concern. The LTU DPGRS will inform PGRs on an annual basis that they have an opportunity for such a meeting. In cases where the DPGRS is one of the supervisors, this pastoral meeting should be with a deputy DPGRS.

- 5.3 Regular reports should be made by the supervisor and by the appropriate supervisory support team on the PGR's progress as required in the Protocol.

6.0 Formal assessment and monitoring

- 6.1 There must be regular written reports by the supervisor on the PGR's progress. These are, a first report at the 6 month point for full time or 9 month point for part time candidatures, at the transfer stage and at least annually thereafter. The Reports should include a review of progress on the agreed training plan. PGRs should be given clear information in writing on the assessment of progress. Where progress is deemed to be unsatisfactory, the PGR should be interviewed by the DPGRS and Main supervisor and consideration should be given to initiating the [Unsatisfactory Academic Performance Procedure \(UAPP\)](#). The PGR should be advised that failure to meet those requirements may lead to a recommendation for the termination of the candidature. Reports are presented to the Research Degrees Sub-Committee for review as reserved business.
- 6.2 Research candidatures which are intended to lead to a Doctoral award are subject to a process whereby the PGR is formally assessed and, if successful in the assessment, 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 PGR and the research project have the potential for research at Doctoral level and also whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation.

At LTU transfer reports will normally be submitted within 10 months of commencement for full-time study, to enable the process to be completed with 12 months, or for part-time, within 22 months of commencement to ensure that transfer is completed by 24 months.

The Transfer panel is composed of DPGRS (or their nominee) as Chair, and at least one Independent Assessor who has not been involved in the supervisory team. The Independent Assessor should be a subject specialist (usually drawn from the academic staff at LTU, but who might be an academic from the UoL or in exceptional cases, with permission from UoL Graduate Board, from another institution). A supervisor may attend if requested by the candidate, but do not have membership of the panel for the purposes of assessment and decision on transfer.

The transfer report should, as a minimum, contain the following elements:

- Outline of the proposed research project, identifying clearly the proposed title, the main research question and sub-questions
- A discussion of the methodology to be employed to answer the research question, including reference to the sources to be used, the

potential problems inherent in these sources, and the way the research process will be designed to overcome them.

- A critical analysis of the existing literature on the question, justifying the usefulness of the proposed research and indicating how it is hoped it will contribute to existing debates or understandings.
- A brief schedule, identifying how it is proposed the work will be undertaken and completed.
- A sample of writing which draws on initial research activities and demonstrates the PGR's ability to present research findings and draw appropriate conclusions from them.
- A bibliography of resources to be used for the research.
- An appendix containing any other relevant materials (e.g. questionnaires, consent forms, ethical approvals).

(In total this package of materials to be around 10,000 words.)

Where appropriate, and necessary to give the Transfer panel a sufficient view of the nature, scope and practicality of the project, and the PGR's ability to undertake it, additional materials might be added by the PGR to these minimum requirements. This may include a short presentation by the PGR (e.g. PowerPoint).

In addition, the candidate will be required to submit an [LTU Academic Integrity Form](#).

The PGR must be interviewed by the assessment Panel and this should take the form of a viva voce examination. It is important that the UoL's prescribed time-limits for 'transfer' decisions are adhered to (within 12 months for full time or 24 months for Part time). The decisions that may be made by transfer panels are:

- i. in the case of Provisional candidatures for Doctoral degrees or Postgraduate Research candidatures, transfer to Doctoral registration;
 - ii. in the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to M Phil registration;
 - iii. on the first occasion that the work is assessed, and provided that the UoL's prescribed time limit permits allow, deferral of a decision about transfer for a limited period to permit the work to be revised and then reassessed;
 - iv. a decision that the candidate withdraw from a research degree candidature.
- 6.3 The decision on transfer must be recorded in writing, agreed by all members of the assessment Panel and signed by both the Chair and the Independent Assessor, and will contain a brief assessment of the PGR's progress. In all cases the PGR must receive a copy of the decision made by the assessment panel in writing.
- 6.4 The LTU RKEO: (i) should keep a comprehensive record of the PGR's candidature, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) having a bearing on the PGR's progress; (ii) shall have overall

responsibility for ensuring that the formal assessment and monitoring of progress takes place and that any emerging issues are addressed.

- 6.5 The DPGRS in conjunction with the RKEO and School/Departmental research leads are responsible for providing PGRs with opportunities to present their work regularly at seminars involving staff and other research PGRs.

7.0 PGR Representation, Feedback and Channels of Communication and Complaints (see also 5.2 above)

- 7.1 The DPGRS ensures that PGRs, are represented on RDSC and RKEC and that adequate opportunity is given to discuss issues affecting the PGR community within these committees. PGR representatives will not be involved in the consideration of matters relating to individual PGR cases. In addition, LTU PGR forums, open to all LTU PGRs, are held periodically.

- 7.2 PGRs wishing to make a complaint should first do so by using the complaints procedure provided by LTU, as follows.

PGRs 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 DPGRS on an informal basis. If they are **dissatisfied** at the outcome of that consultation, they should then make use of the LTU Complaints Procedure. A copy of any formal submission must also be provided to Postgraduate Research and Operations at the UoL for information (which will forward a copy to the UoL's Complaints Officer). Should a PGR remain dissatisfied by the LTU response to a complaint, they may ask the UoL's Complaints Officer to consider any outstanding concerns. If the complaint cannot be resolved by the UoL, the PGR may choose to contact the Office of the Independent Adjudicator for Higher Education.

- 7.3 The UoL has in place a procedure governing the consideration of [postgraduate research appeals](#) including appeals against inadequate academic progress which can be used by LTU postgraduate researchers.

- 7.4 LTU regularly surveys PGRs about their experience and satisfaction with arrangements and facilities for research degrees and all PGRs are invited to participate.

8.0 Minimum standards of facilities provision for full-time PGRs

LTU provides access to networked free printing, scanning and photocopying to all PGRs, with one of the networked multi-function devices situated adjacent to the

Graduate Research Office (AF8). Bulk copying/printing can be provided by LTU publications. AF8 provides a common room facility/flexible working space for PGRs. PGRs on Graduate Teaching Assistantships are accommodated in shared offices.

Issues related to the appropriate resources for the proper conduct of the research (e.g. equipment, library collections and computing facilities and software) must be considered prior to the acceptance of the PGR (see 3 above). LTU

should provide the following for all full-time PGRs who request or require them:

All of these facilities are also available to part-time LTU PGRs.

9.0 Responsibilities of the DPGRS and the Research Degrees Sub-Committee

The responsibilities of the DPGRS and the Research Degrees Sub-Committee may be summarised as follows:

- To ensure that an adequate management structure and procedures are in place for handling postgraduate research matters
- To ensure that minimum standards of facilities are available to research PGRs
- To ensure that there are appropriate procedures in place at LTU to consider appeals specific to transfer vivas and requests to withdraw by research PGRs as set out in the procedures governing postgraduate research published on the UoL website. Appeals relating to final postgraduate degree vivas will be considered by UoL.
- The delegation, where relevant, of responsibilities for postgraduate matters to appropriate individuals (for example Deputy DPGRS)
- To recommend supervisors to the Graduate Board
- To make alternative and acceptable supervision arrangements when a supervisor leaves the UoL or LTU
- To ensure that no supervisor is overloaded with supervisory responsibilities and to review the position regularly
- To ensure that a comprehensive record of the research degree candidature of all PGRs is maintained
- To ensure that postgraduate research PGRs are represented on relevant committees

10.0 Assessment processes for research qualifications

The Graduate Board prescribes arrangements whereby the [criteria, regulations and learning outcomes](#) for the award of different types of research degrees are clear, rigorous and widely available.

The Graduate Board publishes [eligibility criteria for the appointment of Examiners](#). As a minimum two appropriately qualified Examiners are appointed for each candidate with at least one Examiner being external to the institution. Internal Examiners are required to attend a UoL training course before acting in this capacity. No member of staff who has supervised or been substantially involved in the research may serve as an Internal Examiner. Responsibility for the consideration and review of recommendations from Schools or Accredited Institutions for the appointment of Examiners is delegated by the Graduate Board to its specialist Examinations Group, which monitors the frequency of appointments of examiners.

In order to ensure consistency within the examination process, Examiners receive written instructions on the [relevant UoL procedures](#) together with the criteria for the recognition of different levels of achievement.

After the submission of the thesis all candidates for research degrees are required to undergo an oral examination with the appointed Examiners and:

- the examination should normally take place within a maximum time scale of three months from the date of the dispatch of the thesis to the Examiners;
- the Examiners must prepare separate, independent written reports before the viva and, following the viva, a joint report which contains a recommendation in accordance with the stipulated UoL criteria;
- a supervisor may be an observer at the examination at the request of the PGR and if not present must be available for consultation with the Examiners if required;
- the Examiners should advise the candidate informally of the recommendation being sent forward, normally within 24 hours of the completion of the oral examination. The details will depend upon the precise recommendations being sent forward. Where appropriate, information about the UoL appeals procedure (see 7.3 above) must be provided to the candidate.

10.1 Monitoring

The UoL Graduate Board requires its Examinations Group to monitor and review all aspects of the examination, including the selection of examiners, the implementation of the procedures, the nature and details of the reports and the overall performance of candidates and staff within Schools, Faculties and Accredited Institutions.

Within LTU, Examiners reports are monitored by RDSC.