

## Protocol for practice-led research degree candidatures Leeds Trinity University (2020/21)

The following protocol for practice-led research degree candidatures was approved by Leeds Trinity University research Degree Sub-committee (RDSC) and the Research and Knowledge Exchange Committee and referred to University of Leeds Graduate Board with effect from 2020-21. The protocol is applicable to the following Schools at Leeds Trinity University, offering practice-led research programmes:

This document outlines specific arrangements for PhD and MPhil practice-led candidates and must be read in conjunction with the University's Code of Practice for Research Degree Candidatures and other regulations associated with the relevant programme of study:

### Code of Practice for research Degree Candidature Practice-led Research Degrees

This supplementary protocol is applicable to Postgraduate Researchers (PGRs) following practice-led research programmes. This outlines specific arrangements for PhD and MPhil practice-led PGRs and **must** be considered in conjunction with the University's *Protocol for Research Degrees*. Practice-led research degrees are currently only available at Leeds Trinity University's in the School of Communications, Business and Law (SCBL):

Area	PhD Practice-led	MPhil Practice-led
English Creative Writing	Yes	Yes
Media, Film and Culture	Yes	Yes

## 1.0 Admission

- 1.1 It is important to distinguish practice-led applicants from the outset to ensure that candidates (and their supervisors) are aware of the arrangements for practice-led candidatures, as set out in this document.
- 1.2 Upon application, the School is responsible for identifying and ensuring practice-led candidates are recorded under the specified codes. The Research Office at LTU will ensure that candidates registered for practice-led research degrees are recorded as such under specified codes set up in SITS. The Leeds Trinity research degrees application form will also be revised to include an option to indicate the candidate is applying for a practice-led research degree.

## 2.0 Training

- 2.1 Within one month of registration the training needs of practice-led PGRs will be assessed through completion of a training needs assessment in consultation with the supervisor(s). The requisite training will be provided in-house (generic training workshops and research methods training) together with specific media skills/creative writing training by prescription of the supervisor(s). In addition, Leeds Trinity PGRs will have access to training events offered by University of Leeds Organisational
- 2.2 Development and Professional Learning (OD&PL); attendance at these training courses will be negotiated and publicised by the Leeds Trinity Postgraduate Research Tutor. LTU PGRs will also have access to the University East Anglia's online training. Any needs that fall outside of the available generic training provision should be identified at interview.

## 3.0 Transfer assessment

### 3.1 Confirmation of practice-led status

At transfer stage, the candidate and School are required to clarify that the research project is still defined as practice-led.

PGRs registered at Leeds Trinity University will undergo transfer from provisional PhD to PhD according to the standard University of Leeds timescale and procedure, as detailed in Leeds Trinity Protocol for the Implementation of Research Degree Candidatures. The Leeds Trinity Director (or Deputy) Director of Postgraduate Research (DoPGR) will oversee transfer reviews for Practice-led PhDs and will inform Graduate Board of the outcome of such reviews. Any requests for deferment of the decision on academic grounds will be made via the Leeds Trinity DoPGR.

Following successful "transfer" it is not possible for PGRs to change to a practice-led research degree. However, if a candidate wished to change from a practice-led research degree, a case could be presented to the Graduate Board (or one of its Groups). A case would usually be presented by the supervisor to the DoPGR in the first instance.

### 3.2 Transfer Assessment

A practice element should be a mandatory submission requirement at transfer assessment, which is indicative of the practice in question. This could be a contained performance, small installation, example piece of written work or concept to demonstrate practice. The PGR must be required to demonstrate the ability to link practice with the written analysis.

### 3.3 Defining the final submission

It is important to identify at transfer stage if the candidate intends to include live performance or practice as part of the final submission and, if this will take place prior to submission of the written element, to facilitate arrangements for the early

appointment of examiners (see 4.2 below). An intention stated at the transfer stage to include live practice in the final examination will not be binding. If research determines that a live element is no longer required (or dates change), this should be reported as soon as possible and will not have any adverse consequences for the PGR.

However, PGRs who do not declare an intention to include live practice at transfer stage will not be permitted to include live practice as part of the final submission.

In addition to the usual requirements for transfer, a practice-led candidate must set out what he/she expects to include for assessment as the final submission. This must meet the regulations for alternative submissions as set out in the University of Leeds [Ordinances and Regulations and Programmes of Study for Research Degrees](#). A standard form is available from the Student Education Service [website](#) at the University of Leeds.

### 3.4 Deferral

In accordance with regulations for a PhD, PGRs could be offered more time to rethink or redo the practice elements. A case for deferral of the transfer decision would have to be made on academic grounds to the Graduate Board by the DoPGR. The period of any extension is normally no more than three months and in any event cannot be more than six months.

## 4.0 Assessment

4.1 For candidates commencing study on or after 01 September 2020 [the Practice-led Research Degree Exam Entry Form](#) must be completed and returned to the Research and Knowledge Exchange Office (RKEO) for referral on to Post-graduate Research and Operations (PGR&O) a minimum of **3 months prior to the date of the first live practice** (where Examiners are required to view live practice). Where there is no examined live practice event, then the form must be returned a minimum of 3 months prior to the expected submission date of the thesis.

The record of practice will normally be submitted for examination in the form of digital media. In cases where an alternative format is essential to the objectives of the research this must be agreed between the supervisor(s) and the Leeds Trinity DoPGR who will then seek the agreement of Graduate Board. However, final digital copies of such non-digital media will be required to maintain a permanent record of the submission as an appendix to the E-Thesis.

### 4.2 Assessment of Live Practice/ Early Appointment of Examiners

Where it is considered to be part of the final submission, examiners are normally expected to view live practice. *However, all practice for assessment must be recorded in an appropriate format as a permanent record (see 4.4 below).*

As mentioned in 3.2, candidates should indicate at transfer stage the intention for

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

A practice-led exam entry form must be submitted to PGR&O **at least 3 months prior to the date of the first live practice**. PGR&O will oversee the appointment of examiners once approval has been given for the assessment format by the Graduate Board. Examiners will be appointed by the Examinations Group following instruction from LTU RKEO. The letter of appointment to examiners will include details of any livepractice indicated by the School on the examination entry form which will form part of the submission.

Once examiners have been appointed, the LTU RKEO is responsible for ensuring examiners receive detailed information of date, venue and time of any live practice to be assessed. Please note in some instances this may include more than one event, as outlined and agreed at transfer. It is recommended that the School (and candidate) consider examiners availability when arranging live practice.

Further guidance on the recording and assessment of live practice is provided in 4.4 and 4.5 below respectively.

#### 4.3 Alternative Submission

Candidates undertaking practice-led research may be granted permission by the relevant committee to present for examination an alternative form of thesis. Details of alternative submissions are provided in the Ordinances and Regulations and Programmes of Study for Research Degrees under Regulation 26(a) for PhDs and 37 for MPhils.

#### The degree of Doctor of Philosophy

##### 4.3.1 Except from UoL Ordinance and regulations for Research Degrees

Candidates in certain disciplines and staff candidates by published work may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:

for practice-led research: a body of work demonstrating an original contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 15,000-50,000 words.

#### The degree of Master of Philosophy

Candidates in certain disciplines may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:

For practice-led research: a body of work demonstrating an independent contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 10,000-30,000 words.

#### 4.4 Format Regulations

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

PGRs are reminded that appropriate written permissions (consent) must be obtained from other people involved in the performance and recording of live practice and that they must comply with [Leeds Trinity University's ethical procedures](#) and legal requirements of the Leeds Trinity University's guidance on [General Data Protection Regulation](#).

##### *Thesis length*

A minimum word limit of 10,000 for MPhil and 15,000 for PhD and maximum word limit of 30,000 for MPhil and 50,000 for PhD is applicable to all practice-led PhDs across all Schools.

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.

##### *Format for submission*

Where the final submission comprises of practice for assessment, in addition to the written thesis, all assessed (and associated) documentation must be presented in the following format:

##### *i Submission of documentation prior to examination*

An electronic copy of the following documents must be submitted electronically to the UoL Examinations Group at the following email address:

[rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk)

- The documentation (written submission and all other submitted material) should normally be submitted as an electronic record of the work comprised of the thesis in line with what was previously agreed;
- The written submission should accord with the "[Guide to the thesis examination process](#)";
- A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes;
- A table of contents should be included describing the agreed submission format in addition to the body of the thesis;

## *ii Submission of final documentation after successful examination*

- One copy of the final approved thesis must be submitted electronically to Postgraduate Research and Operations after successful examination (and after amendments where appropriate) along with a completed [Thesis Deposit Form](#)
- *Submission of the Ethesis:* All PGRs are now required to submit their successful thesis for retention by the Library in electronic form.
- The final submitted thesis should be uploaded to “[White Rose eTheses Online\(WREO\)](#)”
- A guide to thesis submission can be found at: [https://library.leeds.ac.uk/info/1406/researcher\\_support/71/submit\\_your\\_ethesis](https://library.leeds.ac.uk/info/1406/researcher_support/71/submit_your_ethesis)
- An exact replica of all final documentation submitted after a successful examination, must also be provided in appropriate electronic files (for example pdf, jpeg, mp3), presented in accordance with the instructions given in the Guidance on Ethesis Preparation, Copyright and Publication, published on the Student Education Service website at the University of Leeds <http://students.leeds.ac.uk/info/10125/assessment>
- Leeds Trinity University has additional format regulations for alternative submissions, and these are as follows:

The record of practice will normally be submitted for examination in the form of digital media. In cases where an alternative format is essential to the objectives of the research this must be agreed between the supervisor(s) and the Leeds Trinity DoPGR who will then seek the agreement of Graduate Board. However, final digital copies of such non-digital media will be required to maintain a permanent record of the submission as an appendix to the E-Thesis.

### 4.5 Advice for examiners

Practice must be integral within the methodology and dissemination of a practice-led research degree and the final assessment should consider the submission as a whole (practice and written element). In reaching a decision upon the quality of a practice-led submission it is important that examiners do not assess practice and written elements separately.

#### *Assessment of live practice*

There must be no formative feedback by examiners prior to the viva; feedback should be given after the final viva-voce examination. Any notes taken at a live practice/performance must not be disclosed and must be retained by the examiner until included in the preliminary report, immediately prior to the final viva-voce examination.

#### *Guidance for preliminary report*

As noted above, examiners should consider the submission as a whole. Where live practice is held on the same day as the viva, examiners may wish to add notes to the

end of the preliminary report prior to the viva.

*Guidance for referral*

Current regulations allow examiners at either examination or at a resubmission to ask candidates to pass any tests which they prescribe to demonstrate knowledge.

Therefore, for instance, examiners are permitted to ask a candidate to reproduce live performance or a similar task to demonstrate any aspect of practice.

Please note: The above guidance is set out in the Instructions to Examiners.

## 5.0 Award

Successful candidates will be awarded PhD or MPhil. Reference to the practice-led nature of the research programme is included in the Diploma Statement and Supplement, which is issued to each successful candidate as an accompaniment to the degree certificate.