

# Research Degree Handbook 2021/22

## Welcome and Introduction

Welcome to Leeds Trinity University and to the 2021/2022 Research Degrees Handbook. Whilst every care has been taken to ensure accuracy at the time of publication, the information in this handbook may change due to updates and amendments to the regulations and policies of Leeds Trinity University and the University of Leeds.

Leeds Trinity University is an accredited institution of the University of Leeds. Its postgraduate research programmes lead to the award of degrees of the University of Leeds. As a postgraduate researcher your programme of study is administered by Leeds Trinity in conjunction with the University of Leeds Doctoral College.

Leeds Trinity University's terms and conditions upon a course offer being made can be accessed at <https://www.leedstrinity.ac.uk/courses/student-contract/>

## Access

Should you require information in an alternative format – Braille, large print, audio formats, etc. – please contact Student Support and Wellbeing [Student support and Wellbeing - Leeds Trinity University](#)

Telephone: 0113 2837 138, email: [disability@leedstrinity.ac.uk](mailto:disability@leedstrinity.ac.uk).

Student Support and Wellbeing can be contacted to generate a Learning Support Plan (LSP) and to integrate reasonable adjustments into the PGR's programme of Research.

## About the Research Degrees Handbook and Research

This handbook provides information on the University's research degree programmes. It includes important information such as policies and procedures, the support that postgraduate researchers (PGRs) can expect to receive and the facilities available to them. It provides links to further information such as regulations and details on services and facilities.

LTU PGRs have opportunities for development and training including courses provided by the University of Leeds and Leeds Trinity University. University of East

Anglia (UEA) online training is also available to LTU PGRs. Your induction as a PGR at Leeds Trinity will cover the facilities and regulations of the institution, including health and safety regulation, research governance requirements (including data security), ethics procedures, and the degree process.

You are encouraged to take full advantage of these opportunities and to become an active member of relevant groups. Your experiences as a PGR or supervisor within our research community should help shape your life and your thinking, as well as your CV.

We welcome all feedback on this Research Degrees Handbook to help enhance future versions. Please email your comments or suggestions to the Research Team [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk).

Wishing you well in your studies throughout the year.

Dr Martin Barwood  
Director of Postgraduate Research Studies

## About Leeds Trinity University

Leeds Trinity University has been providing outstanding, student-centred higher education for more than 50 years.

The University was established in 1966 as two Catholic teacher training colleges – Trinity College for women and All Saints College for men.

Over the last 50 years, the institution has evolved and developed to become an acclaimed university with a diverse education offer, but its Catholic faith foundation remains central to its activities.

The two colleges opened in September 1966 and merged to become Leeds Trinity and All Saints in 1980. In 2012, the institution was granted full university status and became Leeds Trinity University.

Leeds Trinity offers an inclusive University experience that gives every student the support to realise their potential.

Students, staff and alumni say that you really are a name, not a number, at Leeds Trinity University.

Leeds Trinity has transformed into an acclaimed University renowned for teaching excellence and employability. This transformation has been guided by its vision and values that are at the heart of everything it does.

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

# Introduction to the Research Degrees Handbook

This handbook has been produced to provide information and guidance for PGRs, their supervisors and other staff. It has been developed from previous Leeds Trinity University (LTU) *PhD, Masters by Research and Supervisors Handbooks*, derived from the University of Leeds (UoL) *Research Student Handbook* and UoL *Guide for Research Degree Supervisors*. It is compiled annually under the oversight of the LTU Director of Postgraduate Research who gratefully acknowledges permission to reuse UoL material in this handbook.

The handbook should be read in conjunction with the appropriate key documentation outlined in section 13. It is vital that all supervisors and PGRs read the documents associated with UoL regulations.

PGRs and supervisors must also be aware of the contents of this handbook itself, as it gives details of the services and support available at LTU and offers advice about action that may be taken if difficulties are encountered during a candidature. Please note that it is the PGRs responsibility to notify their supervisor(s) and the Director of Postgraduate Research Studies as appropriate as any difficulties arise.

A copy of this handbook will also be sent to your Leeds Trinity University email address as part of your induction. The electronic version of this handbook contains hyperlinks that will take you directly to the information and email addresses to connect you with the services you need.

**Note: The forms and templates detailed in section 14:0, and other areas of this Handbook are currently only available internally to Postgraduate Researchers, Supervisors, and members of the Research Office. If you require access to these documents, please contact the Research Office**  
[research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

## Research at Leeds Trinity University

Research is a fundamental part of life at Leeds Trinity University. It is inclusive and aims to push the boundaries of academic knowledge, refine pedagogy and sector leading professional practice.

## Research Centres

Leeds Trinity University is home to two research centres promoting innovative scholarship linking teaching and research with an emphasis on public engagement and social justice.

[Leeds Centre for Victorian Studies](#)

The Leeds Centre for Victorian Studies has a 25-year-long reputation as an internationally-recognised centre of excellence devoted to reconsidering the concept of the Victorian for the contemporary world.

Well-known for its interdisciplinary focus, the work of the Centre queries and tests chronological boundaries by reconsidering conceptions of the long nineteenth century, as well as examining representations of the Victorians and reconfigurations of Victorianism in the twentieth and twenty-first centuries. It also tests geographical boundaries by considering what the concept of the Victorian meant on the world stage, including the British Empire. The Centre generates impactful research, bringing insights from rigorous scholarly study to bear on urgent questions of social justice and inclusion, climate change and the environment.

The Centre offers a programme of seminars, workshop events, and conferences. It is home to the **MA in Victorian Studies** and provides PhD supervision opportunities. It sponsors the **Journal of Victorian Culture** and hosts an annual lecture by a Visiting Professor: previous appointees have included Professor Peter Mandler (Cambridge), Professor Dinah Birch (Liverpool), and Professor Miles Taylor (York).

#### [International Research Centre for Interactive Storytelling](#)

The International Research Centre for Interactive Storytelling (IRIS) promotes and supports creative research into the use and application of storytelling in media and technology. It has been formed to explore new, alternative and emerging methods of storytelling in an interdisciplinary and multi-perspectival context.

The research centre brings together an interdisciplinary network of researchers, practitioners, industry partners and students in order to foster creative conversations around ground-breaking research in contemporary media forms. Furthermore, it aims to promote dialogue between creative practice and theoretical knowledge as related forms of research work and provides the conditions for fully developing a wide range of possible projects.

The centre offers research seminars, workshops and conferences. It also welcomes PhD candidates in its members' areas of research, including film studies, documentary studies, audience analysis, visual ethnography, digital education, visual communication and journalism.

Some of our current core enquires are:

- the impact of “the Digital” in real world contexts.
- new forms in immersive and interactive narrative media
- design, creation and distribution of story events (in transmedia and social media)

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## 1.0 Institutional Context of Research Degrees

### 1.1 Research Strategy

Research is part of what defines a University and is a key aspect of University life for our students and staff. This new research strategy articulates the distinctiveness of our research focus at Leeds Trinity University, foregrounding our students and staff, who define our University's community, mission, vision and values, as well as producing the positive impacts our research has in society. Important to the value

and contribution of Universities to society is the generation and application of new knowledge or improved insights that are derived by conducting research. This value and contribution of research, in terms of teaching, learning, production and application, is also important for our students and staff. This is true both inside the University in our work with our students, but also outside in a wide range of collaborations, partnerships, settings and contexts for both our students and staff, and those organisations, groups and individuals that we work with in providing ethical, impactful research of benefit to society.

## 1.2 Research Excellence Framework 2021

The Research Excellence Framework (REF) is the system for assessing the quality of research in UK higher education institutions. It is undertaken by a process of expert review across 34 units of assessment (UoAs) and the outcomes provide participating Universities with a profile containing three distinct elements; the quality of **outputs** (eg publications, performances, and exhibitions); their **impact** beyond academia, and the **environment** that supports research. Leeds Trinity submitted to six REF Units of Assessment in REF 2021:

UoA 4 Psychology, Psychiatry and Neuroscience

UoA 23 Education

UoA 24 Sport and Exercise Sciences, Leisure and Tourism

UoA 27 English Language and Literature

UoA 31 Theology and Religious Studies

UoA 33 Music, Drama, Dance, Performing Arts, Film and Screen Studies

The results of REF 2021 are due out in April 2022, results of the REF 2014 were published in December 2014. Details of all the submissions and full results for the REF 2014 can be downloaded from the REF website: <http://results.ref.ac.uk/results>.

## 1.3 Data Protection Policy

In line with the Data Protection Act 2018, Leeds Trinity is committed to ensuring that the data held about individuals is processed fairly and lawfully and that it is held for specific purposes only. Confidentiality will be respected, and all appropriate security measures will be taken to prevent unauthorised disclosure.

The Data Protection Act 2018 allows you certain rights as a 'data subject'. These include the right of access to data held on you, the right to prevent processing of that data that causes substantial damage or distress or for direct marketing purposes, and the right to rectify inaccurate information.

You are responsible for ensuring that your personal information held by Leeds Trinity University is accurate and up to date. You should therefore notify student administration immediately of any change to the personal information we hold about you records@leedstrinity.ac.uk.

[Data Protection Policy](#)

## 2.0 Induction and Orientation

Once you have been fully registered for your programme of study you will be invited to attend an induction which will introduce you to the key operating procedures for PGRs at LTU. Attending the induction is a mandatory activity and will help PGRs quickly adjust to the requirements for postgraduate study. Please refer to this handbook for more comprehensive procedural details when needed.

## 2.1 Postgraduate Researcher MS Teams Channel

Once registered you will be given access to the Postgraduate Researchers Microsoft Teams channel.

These pages contain links to handbooks, policies, procedures, forms, templates and training information.

There is also a Posts section on these pages where the Research Team place important announcements. You will be sent notification when a new post has been added.

## 2.2 PGR Social Media Links and Feedback

There is a PGR Facebook group (search for 'Leeds Trinity University PGR Student Forum') and Teams group

(<http://bit.ly/PGRTeams>); these are closed groups for PGRs to discuss their research, share information and resources, and to discuss issues. There is also a PGR Twitter account (@PGRatLTU) to showcase the different activities and outputs from Leeds Trinity PGRs. To share work, include @PGRatLTU into your tweets, send a direct message to the account.

PGRs can also provide feedback to their PGR Representatives via the Teams group or the anonymous feedback form (<https://bit.ly/pgfeedback>). This feedback will be presented to the Director of Postgraduate Research and / or the Research Office.

PGR representative Marielle O'Neill – [m.oneill@leedstrinity.ac.uk](mailto:m.oneill@leedstrinity.ac.uk)

## 2.3 Holiday Entitlement

Postgraduate Researchers may, with prior agreement with their supervisor(s) take up to twenty-five days holiday each year in addition to the official LTU closure dates. In 2021/22 LTU is closed:

24 December 2021 – 3 January 2022 (inclusive)

15 April 2022 - 19 April 2022 (Inclusive)

2 May 2022

2 June 2022 – 3 June 2022 (inclusive)

29 August 2022 – 30 August 2022 (inclusive)

## 2.4 Out of Hours Working

If you wish to work on campus outside the hours of 7am to 7pm, after which time all rooms and corridor access are locked by security, in case of fire and to ensure your safety, you are required to;

### Monday to Friday

Inform security in the main reception, in person or by telephone before 7pm of your name, location and estimated finishing time;

Before you leave inform security in reception that you have left for the day;

The main building doors will be locked at 11pm therefore if you wish to work past 11pm you will need to use the 24hr lab located in the Andrew Keane building.

### Saturday and Sunday

The main campus doors will open at 7am

Other than the 24hr IT lab automatic access to room is restricted (office / teaching doors are locked, and access control will not work)

Unless necessary you should use the 24hr IT lab if you wish to work

Main reception: 0113 2837 100

Mobile: 07860383434 (only to be used for out of hour's access or emergency)

## 2.5 Useful Contact Numbers

Reception	Atrium	0113 2837100	<a href="mailto:reception@leedstrinity.ac.uk">reception@leedstrinity.ac.uk</a>
Publication Services	AG60	0113 28371365	<a href="mailto:publications@leedtrinity.ac.uk">publications@leedtrinity.ac.uk</a>
Finance	AM3	~	<a href="mailto:Finance@leedstrinity.ac.uk">Finance@leedstrinity.ac.uk</a>
Library	AKLC	0113 2837846	<a href="mailto:library@leedstrinity.ac.uk">library@leedstrinity.ac.uk</a>
IT helpdesk	AKLC	0113 2837223	<a href="mailto:helpdesk@leedstrinity.ac.uk">helpdesk@leedstrinity.ac.uk</a>
Pure repository / open access enquiries	AKLC		<a href="mailto:repository@leedstrinity.ac.uk">repository@leedstrinity.ac.uk</a>
Research Office	AF3	0113 2837121	<a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a>
Student Administration	AM36	0113 2837120	<a href="mailto:records@leedstrinity.ac.uk">records@leedstrinity.ac.uk</a>
Student Support	AG09	0113 2837196	<a href="mailto:studentsupport@leedstrinity.ac.uk">studentsupport@leedstrinity.ac.uk</a>

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## 3.0 The Management of Research Degrees at LTU

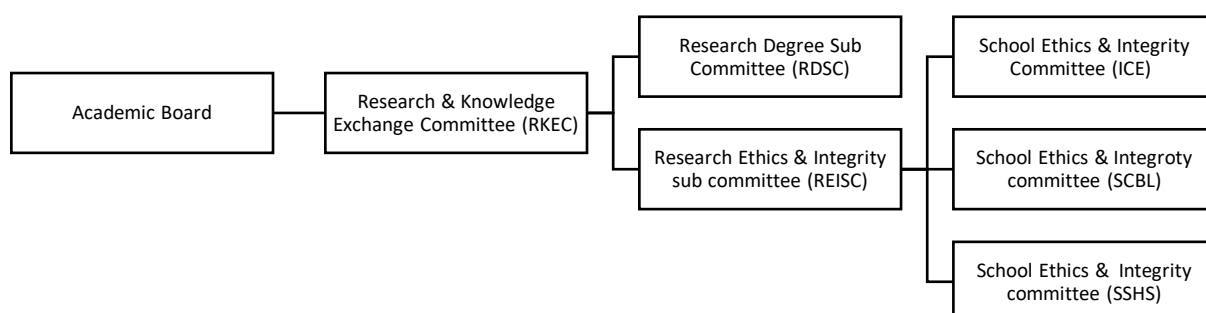
### 3.1 Overview

Leeds Trinity University (LTU) ensures that its arrangements for the provision of research degrees, as a minimum, meet the requirements of the [UK Quality Code for Higher Education Advice and Guidance Research Degrees](#).

Oversight of research degree provision is principally the responsibility of Academic Board, the Research & Knowledge Exchange Committee (RKEC), the Research Degrees Sub Committee (RDSC) and the Research Ethics & Integrity Sub Committee (REISC).

RDSC operates as a sub-committee of RKEC and has responsibility for monitoring the progress of PGRs. RDSC includes representatives from Schools, PGRs and the UoL. The chair of RDSC is the Director of Postgraduate Research Studies at LTU.

RKEC reports to Academic Board and is responsible for the implementation of policy and procedures. The following diagram explains the committee structure:



### 3.2 Research Team

The Research Team manages and supports research activities across LTU, building intelligence to help target funding opportunities and monitoring and recording data relating to research activity. It oversees grant application, internal funding schemes, LTU's research information system Pure, organises training and developments, administration of research degree programmes from entry to completion in liaison with the UoL.

<p><b>Dr Martin Barwood</b>          Director of Postgraduate Research          Tel: 0113 2837 285</p>	<p>The DoPGR (Director of postgraduate research) is responsible for co-ordinating admissions, registration, appointment of supervisors; the transfer process for</p>
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<p>Room: AGB9 Email: <a href="mailto:m.barwood@leedstrinity.ac.uk">m.barwood@leedstrinity.ac.uk</a></p>	<p>assessment for full degree registration; examination arrangements; pastoral care; liaison with University of Leeds Doctoral College; PGR representation, feedback and channels of communication.</p>
<p><b>Professor Jane DeGay</b> Deputy Director of Postgraduate Research Tel: 0113 2837 329 Room: AF27 Email: <a href="mailto:j.degay@leedstrinity.ac.uk">j.degay@leedstrinity.ac.uk</a></p>	<p>The DDoPGR (Deputy Director of postgraduate research) is responsible for the PGR training programme</p>
<p><b>Dr John Rule</b> Research Manager (RM) Tel: 0113 2837 986 Room: AF3 Email: <a href="mailto:j.rule@leedstrinity.ac.uk">j.rule@leedstrinity.ac.uk</a></p>	<p>The RM oversees and manages support for research across the University, providing advice across the University's research portfolio. Contributes to induction and training for PGRs, PURE and REF administration.</p>
<p><b>Mrs Elaine Brook</b> Research Officer Tel: 0113 2837 121 Room: AF3 Email: <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p>	<p>All aspects of PGR Research Administration from entry to exit; Postgraduate Research Experience Survey (PRES); committee secretary to RKEC, RDSC, REISC, school ethics committees; combined PGR handbooks; system and process development relating to PGR study</p>
<p><b>Ms Ruth Grigg</b> Research Administrator Tel: 0113 2837100 ext. 885 Room: AF3 Email: <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p>	<p>Administration of PGR Training &amp; Expenses, change of supervision, suspension &amp; extension</p>

### 3.3 The University of Leeds Graduate Board

The [University of Leeds \(UoL\) Graduate Board](#) is solely concerned with postgraduate researchers on UoL research degrees. The Board is chaired by the Dean of the Leeds Doctoral College and is responsible for implementing policy and regulations through the Leeds Doctoral college and Director of Postgraduate Research Studies at LTU. The Board monitors and reviews all arrangements for research degrees and aspects of candidature.

Admission, progress, examination and a decision regarding the award of the degree also fall within the remit of the Graduate Board.

## 4.0 Research Degree Supervision

### 4.1 The Supervision Model

LTU has two main models of supervision. Some PGRs have a main supervisor based at LTU (together with a UoL co-supervisor or Mentor (advisor)) although most PGRs have a supervisory team comprising a main supervisor with one or more co-supervisor(s), all of who are based at LTU.

Where two or more schools are involved in a candidature, the schools concerned should agree which is acting as the PGRs parent school and notify Research via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk).

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. It is normally the responsibility of the Head of Department and/or line manager 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 twice a year to LTU RDSC to provide monitoring.

The model of supervision adopted for a PGR may change during the period of study. Whichever model of supervision is adopted, the PGR has the opportunity to request a pastoral meeting at least annually, in the absence of the supervisor(s). In this meeting, the Director of Postgraduate Research Studies should review and discuss progress, comment upon the nature of the supervision received and draw attention to any matters of concern.

In the event of a supervisor leaving the LTU the Director of Postgraduate Research Studies will work with the PGR and Supervisors to ensure that alternative and acceptable supervision arrangements are made, but in some cases this may not be possible.

### 4.2 Eligibility to Supervise and General Advice to Supervisors

In order to be recommended for appointment as a supervisor the UoL Graduate Board requires all potential supervisors to attend the approved UoL 'Effective Postgraduate Research Supervision' course. Experienced supervisors who are new to LTU are also asked to attend the course to update their knowledge of University policy and procedures relating to the supervision of PGRs. It is good practice for current supervisors to attend a refresher course at least every 5 years. Supervision courses are provided by UoL Organisational Development and Professional Learning (OD&PL).



All supervisory teams must include at least one individual who meets the following criteria;

is a member of the academic staff holding a permanent appointment of the University of at least 0.5 FTE (with any relevant probation period having been served) and;

has a minimum of three years previous experience of research degree supervision through to successful completion), and;

has attended the relevant supervisor training course.

Any member of staff wishing to supervise at research degree level should discuss this with their line manager in the first instance and then with their Dean of School. They will be required to attend a University course on research degree supervision before being eligible to be appointed as a supervisor. Course dates are listed on the UoL website <https://peopledevelopment.leeds.ac.uk/> to book onto a course please contact the LTU Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

**Note:** From Academic Year 2021-22 it is anticipated that the supervision training course will be provided 'in-house' by Leeds Trinity University.

## 4.3 Responsibilities of Supervisors

The responsibilities of a supervisors 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 they are 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, Dean 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;
- 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 or referral to available resources) 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 Technology Security 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)
- 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 PGRs progress;
- 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 PGRs 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 PGRs progress or causing concern for the PGRs 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 (eg for 2 months or more) or permanently.

## 4.4 Change of Supervisor(s)

Supervisory teams are set up with the intention that they will remain the same for the duration of the candidature. In some cases, however, the supervisory team appointed for a particular PGR may need to change during the period of study. Responsibility for recommending the appointment of suitable supervisor's rests with the supervisory team in liaison with the DPGRS. Routine circumstances where alternative arrangements should be put in place include:

- (a) the main supervisor having research leave and is unable to continue supervision during this period;
- (b) the supervisor leaving the University;
- (c) the supervisor being on long-term sick or maternity leave;
- (d) a change of focus in the PGRs research, requiring additional or alternative supervisory expertise.

If a supervisor is unable to supervise a PGR due to absence for a period of two months or longer, alternative supervisory arrangements must be made at the earliest opportunity by the DPGRS, liaising with the PGR to keep them informed. This is to ensure that the 10 supervisory meetings for full-time PGRs or 6 supervisory meetings for part-time PGRs required during the year take place as planned and the continuity of supervision is maintained.

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.

Changes to a supervisory team should be co-ordinated through the DPGRS by completing the [Change of Supervisor form](#). Following approval of the change, the revised arrangements will be communicated to the PGR and supervisory team by the Research Office (RO)

## 5.0 Starting the Research Student Journey

### 5.1 Enquiries and Admissions Process

We welcome enquiries from potential Postgraduate Researchers at any time during the academic year. Potential applicants are advised before applying to visit our website to find out more about our areas of research and make informal contact with a specific school either by contacting an individual member of academic staff. Academic staff can assist potential applicants by discussing their research proposal and, if appropriate, assist the applicant to develop a proposal in preparation for the application stage. Potential supervisors are strongly encouraged to do this, although they should refrain from putting too much effort into rewriting a weak or flawed proposal. It is important that applicants should be able to accept and action advice from potential supervisors by themselves and not be overly dependent on supervisors

The Leeds Trinity Postgraduate Research admissions policy and entry requirements is available on the LTU website [Admissions Policy](#)

### Hours of Work/Research Per Week

It is important that the research project is completed and the thesis submitted within the standard period of study (i.e. 3 years full time or 6 years part time for PhDs). Doctorates provide the preparation and training for a professional career and require the same commitment to meeting objectives and timescales for the completion of work. Full-time PGRs are therefore normally expected to work on their research project for periods of time that are comparable to a full-time job, i.e. 40 hours a week, 45 weeks per year. This does not include paid work, e.g. teaching. The expectation is that part-time research degrees require about half this commitment, 20 hours per week for 45 weeks a year, or some form of equivalent. It is inevitable that a PGR's workload will be variable during the course of the year and it should be agreed with the supervisory team. When approaching a specific deadline such as the submission of a transfer report or thesis additional hours of work will be necessary. PGRs are, as part of their workload, expected to undertake other professional activity (for instance to attend conferences), fieldwork and other research activities outside the University during the course of their studies. However, they are also encouraged to maintain a good work/life balance.

### 5.2 Developing the Research Proposal

Advice should be taken from the supervisory team on the selection of research to be carried out. The research must not be so large that it cannot be mastered within the

standard period of study for the degree and should not be so limited that it gives insufficient scope for the necessary originality and aptitude for research that will need to be demonstrated during the period of study. PGRs should discuss their research in detail with the potential supervisory team to clarify such matters as the experimental design, methodology, research ethics and the resources needed as well as undertaking a training needs analysis.

PGRs should guard against the danger of becoming so engrossed in the detail of one aspect of the research that the wider aspects of the topic and the discipline as a whole are neglected, so losing a sense of proportion. If, as the work proceeds, a research student contemplates a change in its scope or emphasis, they should seek the opinion of their supervisory team at an early stage.

### 5.3 Application and Interview

Unless otherwise advertised, the normal start dates for Doctoral and Masters research programmes will be 1<sup>st</sup> October and 1<sup>st</sup> February each year. Applicants are advised to apply at least two months prior to the preferred start date. International applicants are advised to apply at least three months prior to the month in which they wish to start, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

The minimum entry requirements and English language requirements for research degree study are set out in the [Admissions Policy](#) full details of the process for considering applications are provided in that document.

Applications for research degrees must be made via LTU admissions [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk).

Once an application has been submitted the admissions team will forward it to the Research Office (RO) via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk).

The RO will record the application and forward it to the Director of Postgraduate Research Studies and potential supervisors for consideration with a targeted response time of 28 days where possible. If the applicant meets the minimum requirements, the research proposal is considered viable and there is supervisory capacity available to support the project, the applicant will be invited to an interview by the RO.

Following the interview, the applicant will be verbally informed of the outcome by the chair of the interview panel. The outcome will be one of the following:

- a recommendation for admission;
- a recommendation that the proposal be revised and resubmitted;
- a rejection.

The chair of the interview panel, normally the Director of Postgraduate Research Studies will inform the Research Office of the outcome. The Research Office will

inform Admissions of the outcome, noting that that any offers are subject to approval by the University of Leeds.

Once an applicant has been recommended for admission to a research degree the RO will send a completed UoL application form to the University for entry approval. On receipt of the formal UoL offer the RO will inform admissions. Admissions will send an LTU offer letter to the applicant. When the applicant has accepted the offer Admissions will inform Student Administration who will commence the registration process.

## 5.4 UK Visas and Immigration

Before coming to study international students need to ensure that they have obtained the right type of visa to study in the UK, have sufficient funds to cover living costs, and passed any relevant health checks. Advice and support for international students can be accessed at; <https://www.leedstrinity.ac.uk/study/international-students/>

## 5.5 Registration and Enrolment

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

New PGRs will be issued with an ID card once the registration process has been completed.

All new and continuing PGRs are required to register on their programme within four weeks of the start date of their studies, and PhD/Part time MbR thereafter every year on the anniversary of their starting date while they remain candidates for a research degree.

Student administration will contact PGRs via email in advance of their start date, to prompt them to register via the online e:Vision registration facility.

PGRs who do not complete the registration process within the required period may be withdrawn. PGRs who fail to register over a specific time period may be withdrawn from the university and, if here on a sponsored student visa will be reported to the Home Office as not having registered.

Student administration will liaise with the RO before any withdrawal process are put in place. The RO will advise student administration of any exceptional circumstances that have prevented registration and whether to withdraw a PGR.

## 5.5 Student Records

The student records system is maintained by Student Administration and provides staff and students with a way of accessing individual student information held on the central database. The system is used throughout the student journey, from enrolment through progression to graduation ceremony tickets. All PGRs have an

individual record on the system for the management of specific aspects of a research degree candidature (including admission, registration and award).

The student records are also used for statistical monitoring by the University and each year information is provided to the UK Higher Education Statistics Agency (HESA) relating to the University's academic staff and students. This is a national record providing statistics to the higher education funding councils, the Department of Education Northern Ireland, and the HEIs themselves. Should further details be required on the information provided by the University please consult the HESA website at: [www.hesa.ac.uk/collection-notice](http://www.hesa.ac.uk/collection-notice).

## 5.5 Change of Name

All PGRs must register using their legal name (i.e. the name shown in a passport or other legal documentation). If a student wishes to change the name from that used when first registered with the University a [Change of name](#) form should be completed and handed in to the Research Office (AF3) who will then liaise with the University of Leeds and LTU Student Administration. PGRs will need to provide appropriate supporting evidence that the new name is valid, such as a birth or marriage certificate or a deed poll when the request is submitted. International students must bring their passport. The name that will be shown on the award certificate will be the name held on the student record.

## 5.6 Change of Address

Any change in address must be notified to the University via e:Vision, International PGRs should ensure that UK Visas and Immigration are informed of any change of address and those who are required to register with the police must also keep them informed of any changes to their address.

## 5.7 Confirmation of attendance letters

PGRS can request a bank, council tax or confirmation of attendance letters via student Administration (AM36) or [records@leedstrinity.ac.uk](mailto:records@leedstrinity.ac.uk)

## 5.8 Council Tax

Council Tax is a tax payable on dwellings. University-owned accommodation occupied wholly by students is exempt from Council Tax. Private dwellings occupied wholly by full-time students are also exempt from Council Tax. Students who share a home (either University owned or privately owned) with non-students may need to pay a proportion of the Council Tax. Adult dependants who are not in full-time education will be liable for Council Tax but may in certain cases be able to claim Council Tax Reduction. In these cases, students should investigate the position thoroughly as it could affect their financial position. Students who are eligible for exemption from Council Tax may need a Council Tax statement from the University to make a claim. Statements (registration certificates) may be requested via student administration (AM36). [records@leedstrinity.ac.uk](mailto:records@leedstrinity.ac.uk).

Postgraduate Researchers who have submitted their thesis for examination no longer qualify for Council Tax exemption under Part II of Schedule I of the Council Tax (Discount Disregards) Amendment Order 1996.

## 5.9 Student Identification Card

All PGRs are required to obtain a student identification (ID) card as part of the enrolment process. The ID card will be valid for the life of the programme of study

## 5.10 Communication from the University

It is the responsibility of PGRs to ensure that they regularly check their University email account for communications from the University. This is the means that we will use to contact students in relation to matters such as re-enrolment, approval of suspensions or extensions of study, transfer/review processes and notifications regarding the examination process.

## 5.11 Authorised Absence

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

## 5.12 Suspension of Registration

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

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

When the PGR resumes study, it will be on the basis that s/he is medically fit to do so and / or that the difficulties have been overcome satisfactorily.

[Suspension form](#)

## 5.13 Extension of Registration

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

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

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

In case of Master by Research, the maximum period of extension permitted on academic grounds is 3 months.

[Extension request form](#)

## 5.14 Withdrawal

If you should find it necessary to leave Leeds Trinity University permanently before completing your studies, you should first discuss your intentions with the Director of Postgraduate Research Studies. If it is agreed that you should leave permanently you should complete a withdrawal form and return it to the Research Office AF3.

[Withdrawal notification form](#)

## 5.15 Overseas Travel

All PGRs who intend to travel abroad as part of their studies are required to;

**Note:** due to current Covid travel restriction the LTU policy is currently under review and not yet available. Questions regarding Overseas Travel should be directed to the LTU Health and Safety Officer via [k.sinclair-Lunn@leedstrinity.ac.uk](mailto:k.sinclair-Lunn@leedstrinity.ac.uk)

- Read the guidance policy and regulation in overseas travel Guidance for Overseas Travel and Work
- Complete a risk assessment (included in the above document)
- Complete the [Period of Study Abroad form](#)

All completed forms should be returned to the Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

## 5.16 PGR Research Support Fund

### 5.16.1 Introduction

From the beginning of academic year 2020-21, all postgraduate researchers (PGR) will be able to apply, on the basis of need, for funds to support their development and training as PGRs and, where applicable, to cover consumable costs to complete their programmes of study.

## 5.16.2 Eligible Expenditure

Applications to the PGR Support Fund must only be made for the purpose of either:

1. training and development including conference attendance typical of that provided in the sector for all PGRs, or
2. to cover necessary consumable or other revenue costs to allow the programme of study to be completed. An itemised indicative budget for consumable and/or revenue costs must be presented by the proposed supervisory team, recommended by the Director of PGR and agreed with the Director of Finance (or nominee) prior to the student being accepted onto a PGR degree programme.

### Notes:

Any ad-hoc additions to the budget will be considered on a case by case basis in line with the scale and strategic importance (based on research quality metrics) of the request.

Once accepted onto a programme of study PGRs may apply for funds for the following items of expenditure related to training and development:

- Accommodation/subsistence costs for the purpose of undertaking necessary research visits, or conference or training attendance; subject to approval of a completed application form (see below) and up to the agreed LTU rates.
- Conference attendance; subject to approval of a completed application form (see below).
- Mileage or public transport costs for the purpose of undertaking research visits, or conference or training attendance consistent with the University travel expenses policy for staff (taxis should only be used if all other modes of transport are inadequate, inappropriate, or more expensive); up to the agreed LTU rates.
- Paying external research participants for their time
- Reference materials (e.g. photographic materials, cost of accessing reference materials etc)
- Training sessions where personal attendance is required and virtual sessions are not feasible/available; subject to approval of a completed application form (see below).
- Travel costs for attendance at supervision, review meetings or examination

### Notes:

Request for conference, training or research visit support totalling less than £250 can be sought through supervisors to the DoPGR by email.

The full policy and form for expenditure in excess of £250 is available via: [PGR Research support fund and application form](#)

### 5.16.3 Reimbursement of Approved Expenditure

PGRs are responsible for booking travel and conferences etc. themselves, with payment being made retrospectively up to the approved amount on submission of a completed expense form. Receipts must be obtained for each item purchased and a hard or scanned copy of this must be attached to the claim form. If bus/rail travel is being claimed, then copies of the tickets should be attached. Original receipts and/or tickets should be retained until the claim has been paid in case of queries. Any forms without receipts and confirmation of bank details will be returned unprocessed. Each foreign currency receipt should be accompanied by a copy of the conversion rate on the date from the website <https://www1.oanda.com/fx-for-business/historical-rates> or a redacted copy of the relevant bank or credit card statement to verify the conversion and any additional charge. Claims must be submitted promptly to the Research Office.

Please note that the 'authorised signatory' on this form is the Research Manager and that account and project code information will be completed by the Research Officer or Finance staff. All forms requesting reimbursements should be submitted by email to [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

Payments are made retrospectively, directly into the student's bank account. Please ensure you complete these bank details.

[Expenses Claim form](#)

### 5.17 Induction

PGR inductions are held twice a year in October and February. Normally these will be on the first of the month, but they may on occasion be held later in the first week of the month (e.g. if the first day of the month falls during a weekend). Inductions are delivered mainly by the Director of Postgraduate Research Studies, Research Manager, Research Officer and supervisors. All new PGRs should make an appointment with their main supervisor to go through these during their first week. Attendance at induction is mandatory.

### 5.18 'Starting Your Research Degree' Course

The 'Starting Your Research Degree' course has been developed from a well-established compulsory University of Leeds course. It has been customised for use at Leeds Trinity University. Attendance is strongly recommended. The course covers:

- the research degree process – being a Postgraduate Researcher at Leeds Trinity University
- getting the best from your supervisor;
- your research degree in context – where do you fit in at LTU?;

- copyright and Information Learning Services for Postgraduate researchers;
- doing the right thing – researching with integrity;
- an introduction to career planning;
- looking ahead – being prepared for your research degree.

It also provides a valuable opportunity to meet other new Postgraduate Researchers, check on the process of analysing training and development needs and discuss the development of a training plan.

## 6.0 The Postgraduate Researchers Journey

### 6.1 Supervision

Full-time PGRs are entitled to a minimum of 10 formal supervision meetings a year (for part-time research students the equivalent number is 6 meetings). 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 research students (or 12 weeks for part-time). Attendance on the programme of study, and the recording of this attendance, is a requirement of the University. Failure of the research student to attend their programme of study, or to document supervisory meetings properly, may result in the termination of the candidature. [Attendance Monitoring Policy](#)

The supervisor will maintain supervisory contact and oversight of progress towards completion of the thesis during the overtime period. It is the responsibility of the supervisor to ensure that written records of formal supervision meetings are maintained. In many cases this involves the research student preparing draft notes of the supervision meetings for agreement with the supervisor. A signed copy of the supervision meeting must be returned to the RO via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk).

It should be noted that face-to-face interaction between research student and supervisor(s) is essential and a telephone call cannot normally be a substitute for a meeting. Subsequent electronic communication may be used as a further support. Where research students are temporarily carrying out research abroad, on fieldwork or at other institutions in the UK (see section 10.8) formal supervisory contact may take place by other means (e.g. MS Teams, telephone, email). Records of the contact, e.g. copies of emails, should be kept in these circumstances.

[Supervision meeting record](#)

### 6.2 Responsibilities of the Postgraduate Researcher

It is the sole responsibility of the PGR to ensure the programme of research progress as planned and in line with the agreed timescales. Throughout their research degree candidature, PGRS have the following responsibilities;

- (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);
- (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 Dean 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 the LTU Data Management and Information Security 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;

PGRs are encouraged to maintain Personal Development Plans.

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.

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.

## 6.3 Initial Meeting with Your Supervisor(s)

The initial meeting with your supervisor(s) is particularly important in establishing the framework for your research degree candidature. The following areas will be covered in this meeting;

- The exchange of supervisor(s) / PGR contact details;
- The roles and responsibilities of the supervisor and the PGR;
- Drawing up a working title for the research project;
- Setting out the boundaries and expectations of the candidature, including a discussion on attendance, working hours (including any external work and / or teaching commitments);
- Discussion of your skills audit and training needs, and the training available to you;
- Preliminary discussion of any ethical issues relevant to your research;
- Setting up provisional dates, times, venues for meetings etc;
- Drawing up a provisional timetable for work;
- Outlining how feedback will be provided;
- Outlining the procedures to address any difficulties.

- Identifying if a learning support plan (LSP) and any reasonable adjustments are required to meet additional learning needs the PGR may have, If so, the PGR should contact LTU's Dyslexia and Disability coordinators, Dr Stephen Campbell ([s.campbell@leedstrinity.ac.uk](mailto:s.campbell@leedstrinity.ac.uk)) to arrange a meeting (supervisors welcome to join).

## 6.4 Attendance Monitoring

Postgraduate Researchers are required to maintain regular contact with their supervisor(s) and attend for formal supervision. In addition, PGRs will need to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor(s). Persistent neglect of work and failure to make progress and/or achieve a satisfactory academic standard may result in a research student being required to withdraw from the University. Please refer to the Attendance Monitoring Guidelines for further information.

[Attendance Monitoring Policy](#)

## 6.5 Progression

There are clearly defined procedures for monitoring and reporting on a PGRs progress. The progress of the research student in acquiring sufficient expertise in 'generic and subject/professional skills' will be monitored regularly through review reports as well as in the transfer process.

The formal assessment points are:

- First formal review (all PGRs);
- Transfer assessment (provisional PhD students only – see below);
- Annual reviews (all PGRs).

At an early stage in their candidature research students should make themselves aware of the [PhD and Mbr Learning outcomes](#) for award of the research degree programme for which they are registered. These are the criteria that will be used by the examiners when examining the thesis at the final examination stage. The progress made by a research student towards meeting the learning outcomes will be assessed at the transfer stage and during annual reviews.

## 6.6 Review Meetings

The first formal review meeting will be held shortly after the end of the sixth month for new full-time research students (or shortly after the end of the ninth month for new part-time research students). Annual reviews will take place at twelve-month intervals after the first review meeting for Part time Masters by Research and at twelve-month intervals after the transfer for PhD students.

The PGR must provide the following documentation, with relevant input from the main supervisor, for each review meeting:

- i. A piece of **written work** that presents an opportunity to assess academic progress without detracting from completion of the research and thesis writing. The content of the written work is to be agreed between the supervisor and the research student in accordance with any School requirements and should be appropriate to the point the research student has reached in their candidature;
- ii. A **reflection on progress to date**, this might include completed chapters / laboratory work and conference attendance;
- iii. A **plan for completion of the research and the thesis** within the remaining period of study (e.g. Gantt chart);

[First formal Progress review](#) , [Annual Review Post Transfer](#)

Completed/updated [Training Plan Template](#)

The PGR has the opportunity to comment on any issues, which may have adversely affected their progress in the *Progress Report for Review*.

## 6.7 Composition of the Review Panel

All review meetings must include the PGR, main supervisor (and co-supervisors if available)

## 6.8 Report of the Review Panel

RDSC will consider reports as reserved business and appropriate steps will be taken where issues are identified. Once a report has been approved by RDSC, the Research Officer (and Secretary to the RDSC) will advise the PGR (copied to supervisors and Director of Postgraduate Research Studies). In the event that RDSC requires the report to be amended before it can be approved, a copy of the final approved version will also be sent to the PGR and supervisory team.

## 6.9 Unsatisfactory Academic Progress Procedure

Where there are concerns about poor course participation and unsatisfactory academic performance by a PGR the [Unsatisfactory Academic Progress Procedure \(UAPP\)](#) will be used to try to resolve those concerns. This process will investigate the student's ability to continue with, and successfully complete, their research degree within the remaining period of study. The *UAPP* may be instigated at any stage in a research degree (both before and after the transfer stage and during the overtime period). Full details of the process involved, and the actions expected are contained in the *UAPP*

## 6.10 Transfer Assessment

All doctoral students are initially registered as either provisional doctoral students or as postgraduate research students and are subject to a formal transfer assessment process within a specified timescale. Full-time PGRs are required to complete the



whole transfer process, including the oral examination and any potential revisions to the transfer report, within 12 months of their start date (24 months for part time students).

If successful in this assessment, the student is transferred to a specific degree category after the initial provisional stage. Masters by Research are not required to undergo a transfer assessment, however, progress should be reviewed on an annual basis, after the first formal progress review, in the same way as for PhD students.

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 to assess whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation. It will also consider whether the PGR has made satisfactory progress with the agreed training plan.

Practice-led research degree students should also refer to the additional requirements for transfer assessment as outlined in [Code of Practice](#)

The Independent Assessor(s) are chosen by supervisors and should be a member of the academic staff of either Leeds Trinity University or the University of Leeds who is not directly involved in the PGRs research supervision or mentorship.

The Assessor's name and the date of the transfer viva should be set prior to the PGR submitting the transfer report and notified to the Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk). It is the supervisor's responsibility to arrange the date and time of the transfer, once a date and time is agreed the supervisor should inform the Research Office who will arrange the venue and inform the PGR of the date, time and location.

### [Transfer Assessment Process](#)

## 6.11 Progress Report: Pre-transfer Stage

A [Progress report transfer stage](#) form should be completed by the PGR and supervisory team immediately prior to the transfer stage and this will be considered by the Transfer Assessment Panel. The report requires an assessment of the progress by the PGR progress against the training plan and an assessment of English language ability in addition to ethical and data storage requirements. The PGR will complete their section of the form first and then pass it to the main supervisor. It is expected that the main supervisor will normally complete the form on behalf of the supervisory team.

## 6.12 Transfer Submission Requirements

Transfer submissions should normally be submitted within 10 months (22 months for part-time students) and must as a minimum include:

- i. A **progress report**, covering work carried out to date, a description of their key research question and how this has been refined, and a proposal of how the research and thesis will be completed;

- ii. A planned **schedule for completion of the thesis** (for example using a Gantt chart) within the standard period of study (three years full-time or six<sup>1</sup> years part-time);
- iii. A [Transfer statement of academic integrity](#)  
The **Transfer report** should include as a minimum, contain the following elements;
  - Outline of the proposed research project, identifying clearly the proposed title, the main research questions 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 resources, and the way the research process will be designed to overcome them.
  - A critical analysis 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 PGRs 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 (eg questionnaires, 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 PGRs 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 (eg PowerPoint).

- iv. If the PGR is pursuing a **practice-led research project** then the submission must include **evidence of creative practice** which, depending upon the nature of the practice, might be a creative writing component, the staging of an exhibition of visual work, a live performance, or the documentation of creative practice/performance in a retainable form. This should be accompanied by a **sole-authored written piece of at least 5,000 words** that critically reviews, analyses and/or contextualises the practice (work that has been co-authored is not permissible for transfer assessment purposes);
- v. Evidence of ethical approval (for example final approval letter) or evidence of adequate progress towards ethics approval
- vi. **Training Plan** and record of training undertaken;

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<sup>1</sup> Five years part-time study in the case of Provisional PhD students on UoL research degrees.  
Publication date: December 2021

- vii. **Reports on the student's progress** from the supervisor(s) (the first formal progress and transfer stage reports).

PGRs will be assessed by the Transfer Assessment Panel, in the form of an oral examination. It is important that the prescribed time limits for transfer decisions are adhered to. It is expected that PGRs will be present at Leeds Trinity for their transfer assessment. This equally applies to any second or repeat transfer assessment should one be required.

## 6.13 Composition of the Transfer Assessment Panel

Transfer Assessment Panel will consist of an Independent Assessor and Chairperson. The Chairperson will normally be the Director of Postgraduate Research Studies.

In exceptional cases, consideration may be given by RDSC for the use of an external assessor on the Transfer Assessment Panel. Such cases might, for example, include situations where it is not possible to identify a member of staff who has relevant expertise and who is unconnected with the supervision of the PGR<sup>2</sup>.

## 6.14 Joint Report of the Transfer Panel

Following the transfer assessment meeting the Chair of the Transfer Assessment Panel will complete the [Joint Report of the Transfer Panel](#) on behalf of the panel **within 10 working days of the meeting**. This report will be signed by all members of the panel and forwarded to the Research Office. The Research Office will then submit the report to the University of Leeds for approval. The UoL will inform the Research Office via email once the report has been approved. The RO will inform the PGR, supervisors and student administration of the outcome.

## 6.15 Transfer Deadlines

PGRs are required to complete the transfer assessment process according to the following deadlines:

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<sup>2</sup> In sending forward recommendations for the appointment of an External Assessor, Schools will be required to provide the following information for consideration: details of the current employment of the proposed assessor (the normal expectation is that they will be senior members of the academic staff of a UK HEI). Where an External Assessor is approved for appointment, the School Research Lead is responsible for ensuring that the Assessor is fully briefed upon the regulations and procedures for research degrees. It is **not possible** for the same individual to act as the External Assessor at transfer stage and as the External Examiner for the final examination of the student.

<b>Method of Study</b>	<b>Degree</b>	<b>Transfer interview to be held and decision taken</b>	<b>Maximum period after deferral of decision</b>
Full-time	Postgraduate Research or Provisional PhD	within the first 12 months of commencement	18 months from the date of commencement of study
Part-time	Postgraduate Research or Provisional PhD	within the first 24 months of commencement	30 months from the date of commencement of study

## 6.16 Postponement of the Decision on Transfer

In exceptional cases, and subject to prior approval, transfer decisions may be deferred by up to six months. A case for a postponement of the transfer decision would have to be made on academic grounds to the UoL via the RO.

## 6.17 Recommendation Following Transfer

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

- transfer to full PhD registration;
- transfer to MPhil registration;
- on the first occasion only, and provided that the University's prescribed time limit allows, deferral of a decision about transfer for a limited period to permit the work to be revised and then reassessed. If a transfer decision is deferred, a final decision must be made with 18 months of the start date (30 months for part time PGRS). Programme completion dates do not change where a decision to defer a transfer is made.
- a decision that the PGR withdraw from the research degree.

Transfer Assessment Panel reports and recommendations will be considered and approved by the UoL. In all cases, the PGR will receive a copy of the decision made by the Transfer Assessment Panel from the RO.

The transfer assessment report will provide the following information:

- a) whether the student should now be registered for the degree of PhD;
- b) the names of the members of the supervisory team;
- c) the draft title of the thesis;
- d) confirmation that the PGR has made satisfactory progress on the agreed training plan, appropriate ethical review arrangements are in place and that data storage and safeguarding issues have been addressed;
- e) any other factors which the supervisor(s) wish to draw attention to.

In addition, for PGRs registered on practice-led programmes:

- a) details of the work that will contribute to their final submission.

## 6.18 Deferral of the Decision on Transfer

The Transfer Assessment Panel may, on academic grounds, recommend a deferral of the transfer decision to the UoL via the RO. The time limit for any deferral after a transfer interview for a full-time PhD student cannot exceed 18 months from the commencement of study. If the UoL is unable to recommend that the PGR should proceed to the PhD within the time limit allowed, then the PGR must withdraw. Unsatisfactory Academic Progress Procedure

Where there are concerns about poor course participation and unsatisfactory academic performance by a research student the UAPP should be used.

[Unsatisfactory academic Progress Procedure](#)

## 6.19 Monitoring of Progress

The Research Office will maintain a comprehensive record of the PGRs candidature, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) which have a bearing on the PGRs progress. These records will be maintained in accordance with GDPR. PGRs progress is reported to and monitored by the Research Degrees Sub Committee.

## 6.20 Completion of Research Degrees

The University expects that theses will be submitted within the standard period of study prescribed for each research degree programme. Supervisor(s) are responsible for ensuring that research topics or projects are suitable in length and scope for the relevant period of study and that they do not become over extended or too ambitious for completion within the standard period of study.

PGRs must maintain regular contact with their supervisory team and advise their supervisors if the project appears to be developing serious academic deficiencies, may not be capable of completion within the required time, or they are not being provided with sufficient technical or resource support. If at any stage they feel supervision has become inadequate, this should be drawn to the attention of the Director of Postgraduate Research Study.

The UAPP will be used where a supervisory team has any misgivings about the continued suitability of a PGR for the research degree.

### 6.20.1 PhD

Doctoral PGRs should aim to submit their PhD theses within the standard periods of study. The regulations require submission before the end of the maximum period of registration. (see section 6.23)

## 6.20.2 Masters by Research

Masters by Research PGRs are expected to complete their research work and submit the thesis within 12 months of full-time study (or 24 months of part-time study). With these deadlines, it is very important that the work is clearly focused and a disciplined approach to the project is adopted. The research project should be clearly defined and planned before the student commences study. Researcher wishing to proceed to PhD study must complete and submit their Master's thesis (this includes having undertaken the Viva, made any corrections required, resubmitted the thesis and for it to have been signed off by the examiners) before commencing study for a PhD degree.

## 6.21 Importance of Completing the Thesis before Commencing Employment

The University has clear regulations regarding the maximum period of registration for the submission of research degree theses. PGRs can often fail to appreciate the difficulty of completing their work within the period required. If a PGR leaves the University for reasons of employment during the candidature, the chances of submitting satisfactorily are significantly reduced. It is, therefore, most important that PGRs are aware of the difficulties of completing and submitting their work if they propose such a course of action.

## 6.22 Periods of Study: Standard, Maximum and Minimum

The standard period of study is the typical time between initial registration and submission of the thesis for a specified research degree programme. All PGRs are reminded that the thesis submitted for examination should represent research that may reasonably be expected of a capable and diligent student during the standard period of study and that, in normal circumstances, the thesis should be completed within that period.

The maximum period of registration is the time limit for submission of the thesis for the specified research degree programme.

The following tables indicate the standard, maximum and minimum periods of study for research degree programmes:

<b>Degree</b>	<b>Mode of Study</b>	<b>Minimum Period of Registration</b>	<b>Standard Period of Study</b>	<b>Normal Maximum Period of Registration</b>
PhD	Full-time	2 years	3 years	4 years
PhD	Part-time	3 years	5 years	7 years

PhD	Part-time	2 years	4 years	6 years
MA/MSc by research	Full-time	1 year	1 year	1 year
MA/MSc by research	Part-time	2 years	2 years	2 years

Periods of study are calculated in whole months from the first of the month.

## 6.23 Submission and Examination

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

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.

You are strongly recommended not to submit against the advice of the supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded.

You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission.

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

The guide to the thesis examination process and examination Entry form are available via the Postgraduate Researcher and PGR Supervisors MS Teams Channel;

[Guide to the thesis examination process](#)

[Video Streaming Policy](#)

[Examination entry form for PhD and MbR](#)

[Examination entry form for Practice Led only](#)

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 postgraduate research tutor. The final decision about the appointment of Examiners is made by the University of Leeds Graduate Board's Examinations Group.

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

The University of Leeds 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 must use your registered name with the University on the thesis and this must be presented, in full, on the title page of your thesis, including any and all middle names which are held in Leeds Trinity University's records.

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

## 6.24 Thesis Presentation

### 6.24.1 PhD non-Practice Led

To qualify for the award of the degree of Doctor of Philosophy each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

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

### 6.24.2 Practice-Led Research Degrees

For Doctor of Philosophy by practice each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

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



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

The Practice-led Research Degree Exam Entry Form must be completed and returned to the Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk) a minimum of 3 months prior to the date of the first level 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.

### 6.24.3 Masters by Research

To qualify for the award of a Master's degree by research a candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

- (a) presenting a thesis – written in English – (30,000 words maximum) on the subject of his/her research which *interprets and communicates knowledge in their discipline* and *contains material at a level suitable for publication* in accordance with the requirements of the relevant prescribed programme of study, and
- (b) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

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

### 6.25 Submission of Thesis

Submission should be made via a PDF attachment and sent to [rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk), submissions in person or by post are not currently being accepted. You should include a Thesis submission receipt which includes a Statement of Academic Integrity which you must sign. [Thesis submission receipt](#)

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

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

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

#### ***Checklist for the submission of the thesis for examination***

- A PDF eThesis (1 copy only),
- A completed Thesis Submission Receipt (Statement of Academic Integrity) ,
- PDF copies of any solely or jointly authored publications ,

### 6.25.1 Practice Led Research Degrees

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

Submission should be made via a PDF attachment and sent to [rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk) , submissions in person or by post are not currently being accepted. You should include a Thesis submission receipt which includes a Statement of Academic Integrity which you must sign. [Thesis submission receipt](#), if files are too large to share via email, then a OneDrive submission is permitted.

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

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

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

- The documentation PDF version (written submission and all other submitted material) should be submitted.
- A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes;
- A table of contents
- A completed Thesis Submission Receipt (Statement of Academic Integrity)

PGRs are reminded that appropriate permissions must be obtained from other people involved in the performance and recording of live practice and that they must comply with Leeds Trinity University's ethical procedures and legal requirements of the Data Protection Act.

## 6.26 Oral Examination Arrangements

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

The University of Leeds does not have specific regulations regarding the length of the oral examination or what should be discussed except that the thesis should be discussed with you. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area.

Additional tests may also be set by the Examiners. For example, one purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

Should PGRs have any reasonable adjustments in place or a learning support plan (LSP established at the start of the candidature through the Dyslexia and Disability coordinator) to support any additional learning needs these arrangements will be made for the viva by the internal examiner and communicated to the external examiner ahead of time. You and your supervisors may be consulted in advance of the viva should there be any specific questions relating to how to implement your LSP in time for 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 oral examination and takes no part in the academic judgement and the decision making process. S/he must leave the room after the oral

examination along with you so the examiners can discuss their recommendation. The examiners may ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the oral examination.

If you have more than one supervisor, only one supervisor is permitted to attend the oral examination. If they are not going to be present as an observer the supervisor is required to be available for consultation if necessary. PGRs can request the viva is recorded for reference to inform any requested correction to their thesis. This recording should be destroyed subsequently in line with GDPR, or edited to reflect our guidance notes.

## 6.27 Oral Examination Attendance

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

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

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

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

## 6.28 Examination Results

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

(a) Pass with Distinction:

(b) MbR degrees may be awarded with distinction; this is not possible with other 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.
(c) The degree be awarded (without corrections)
(d) That the degree be awarded subject to editorial and presentational corrections
(e) The degree be awarded subject to the correction of minor deficiencies.
(f) The thesis be referred for resubmission
(g) That no research degree be awarded

The recommendation of the examiners is subject to confirmation by the University of Leeds Graduate Board's Examinations Group which will consider the examiners' report.

### 6.28.1 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.

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.

### 6.28.2 Pass (subject to the correction of 'editorial and presentational corrections' or 'minor deficiencies')

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 PGR&O. Your corrections

must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. When your internal examiner has approved your corrections you must then submit your hard bound thesis and upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections. Please see sections 8 and 9 of this Guide for further advice on final thesis submission.

### 6.28.3 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 PGR&O. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the oral examination. When your internal examiner has approved your corrections you must then submit your hard bound thesis and upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections.

#### 6.28.4 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. It is expected that the candidate will be able to complete the alterations within a reasonable time. 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 their notes for guidance will be issued to you by PGR&O after approval by the Examinations Group with a letter describing how to resubmit for re-examination.

#### 6.28.5 Resubmission

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

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

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

Publication date: December 2021

Version number: 2

## 6.28.6 Notes for Guidance

The examiners are required to prepare *Notes for Guidance* which are submitted simultaneously with the *Examiners' Report* for approval by the University of Leeds Graduate Board's Examinations Group.

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

## 7.0 Overview of the PGR Journey and Key Processes

**Note** signed copies of all supervisory meetings, training plans, progress and annual review forms must be returned by the supervisor(s) to the Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

<b>Year One</b>	<b>Programme</b>	<b>Details</b>
Pre arrival	PhD & MbR	Registration and enrolment (see section 6.6)
On arrival	PhD & MbR	Welcome and Induction (see section 6.16)
1 week	PhD & MbR	Initial supervisory meeting to agree the ground rules for supervision and PGR activity (see section 7.3)
1 Month	PhD & MbR	Complete training needs analysis and produce training and development plan
3-6 months FT 6-9 months PT	PhD & MbR	Obtain ethical approval
9 Months FT	MbR only	Submit examination entry form (see section 7.21)
12 Months FT	MbR	Deadline for submission of thesis for examination (see section 7.23)
<b>Year 2</b>	<b>Programme</b>	<b>Details</b>

12 Months	PhD & PT MbR	Re-register
24 Months	PhD PT	Transfer Assessment Panel (see section 7.9)
24 Months (PT)	PhD & MbR	Annual Review (see section 7.6)
<b>Year 3</b>	<b>Programme</b>	<b>Details</b>
24 Months	PhD & PT MbR	Re-register
33 Months	PhD FT	Submit examination entry form (see section 7.21)
36 Months	PhD FT	Submit thesis for examination – (see section 7.23)
36 Months	PhD PT	Annual Review (see section 7.6)
<b>Year 4 PT PhD</b>	<b>Programme</b>	<b>Details</b>
36 Months	PhD	Re-register
48 Months	PhD	Annual Review
36 Months	PhD	Annual Review (see section 7.6)
<b>Year 5 PT PhD</b>	<b>Programme</b>	<b>Details</b>
48 Months	PhD	Re-register
57 Months	PhD	Submit exam entry form
60 Months	PhD	Submit thesis for examination

## 7.1 Checklist and important information

Action	Details
<b>PGR key process Timeline document</b>  <i>Circulated on receipt of UoL offer letter by RO</i>	On receipt of the formal UoL offer letter the Supervisory team will each be sent, via email by the RO, a document detailing the PGRs study details and key deadline dates.  Queries should be directed to <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a>
<b>Supervisor meetings</b> <i>PhD &amp; MbR students</i>	FT PGRs must have a minimum of 10 meeting over a year



<p><i>Initial meeting should take place in first week</i></p> <p><a href="#">Supervision meeting record</a></p>	<p>PT PGRs must have a minimum of 6 meetings over a year Completed and signed records of supervision meetings must be submitted by the supervisor to the RO via email on the appropriate form. <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p> <p><b>Note: meeting records should be returned directly via email from supervisors and not from PGRs</b></p>
<p><b>Training Plan</b> <i>PhD &amp; MbR students</i></p> <p><i>To be completed one month from start date</i></p> <p><a href="#">Training Plan</a></p>	<p>A training needs analysis for PhD &amp; MbR students should be completed in the first month of study. The completed Training Plan form should be returned via email to the RO: <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p> <p><b>Note: the completed form should be returned via email by supervisors and not the PGRs</b></p>
<p><b>First formal progress report</b> <i>PhD &amp; MbR Students</i></p> <p><a href="#">First Formal Progress Review</a></p>	<p>To be completed before the completion of: FT - 6 months PT – 9 months. Completed forms should be returned to the RO via email: <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p> <p><b>Note: meeting records should be returned directly via email by supervisors and not the PGR</b></p>
<p><b>Ethical Approval</b> <i>PhD &amp; MbR students</i></p> <p><a href="https://www.leedstrinity.ac.uk/about/public-information/research/">https://www.leedstrinity.ac.uk/about/public-information/research/</a></p>	<p>All PGRs should complete the self-assessment form. PhD FT: 3-6 months from start PhD PT: 6–12 months from start MbR FT: 3 months from start MbR PT: 6 months from start Completed forms should be sent by the Supervisor to the School / Institute Ethics committee to determine if full ethical approval is required.</p>

<p>Transfer Assessment Panel <i>PhD students only</i></p> <p><a href="#">Transfer Assessment Guidance</a></p> <p><a href="#">Statement of Academic Integrity</a></p> <p><a href="#">Progress Report Transfer stage</a></p> <p><a href="#">Joint report transfer assessment panel</a></p> <p><a href="#">Post transfer Annual Review Guidance</a></p>	<p>Assessment for transfer will normally take place within 12 months following registration for FT and 24 months for PT. Candidates will be given confirmation of the date of the Transfer Panel at least two weeks in advance.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- Independent Assessor(s) are chosen by Supervisors and should be a member of the academic staff of either LTU or UoL who is not directly involved in the PGRs research supervisor or mentorship;</li> <li>- The assessor(s) name and the date of the transfer viva should be set prior to the student submitting the transfer report and notified to the Research Office via email to; <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></li> </ul> <p>-</p> <p><b>Note:</b> It is the <b>supervisors</b> responsibility to arrange the date and time of the transfer, the panel members and inform the RO of the details. The RO will book a room and send out outlook meeting requests to the panel and circulate the documentation.</p>
<p><b>Annual progress review</b> <i>PhD &amp; PT MbR</i></p> <p><a href="#">Annual Review PhD Post Transfer MbR PT</a></p>	<p>Review meetings should take place each year on or before the anniversary of the start of the PGRs studies. For PhD PGRs this review happens in years subsequent to transfer.</p> <p>The completed form should be returned following the review by the supervisor to the RO via email <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p>

	<p><b>Note: meeting records should be returned directly via email by supervisors and not PGRs</b></p>
<p><b>Change of Supervisor</b> <i>PhD &amp; MbR students</i></p> <p><a href="#">Change of Supervisor request form</a></p>	<p>It is the responsibility of supervisors to discuss any changes in supervision with the Director of Postgraduate Research Study before changes are made, <b>no changes should be made without discussion with the Director of Postgraduate Research Study.</b></p> <p>Once a change to supervision has been confirmed it is the responsibility of the supervisors to complete the 'change of PGR supervision form' and return the completed and signed form to the RO who will liaise with the UoL and student administration. <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p>
<p><b>Examination / Viva</b></p> <p><a href="#">Guide to the thesis examination process</a></p> <p><a href="#">Video Streaming Policy</a></p> <p><a href="#">Role of the Independent Chair</a></p> <p><a href="#">Examination entry form PhD &amp; MbR</a></p> <p><a href="#">Examination entry form Practice Led only</a></p> <p><a href="#">Criteria for the appointment of Examiners</a></p>	<p>PGRs should discuss appropriate examiners with their supervisor at least 4 months in advance of the date of thesis submission, and submit the appropriate form to their supervisor.</p> <p><b>Note: It is the supervisors' responsibility to nominate both internal / external examiners and agree a date / time. Once a date &amp; time have been agreed to inform the RO who will book a room, send out outlook meeting request, and circulate the appropriate forms.</b> <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p> <p>Following the exam / viva it is the responsibility of the Internal Examiners to ensure that all completed and signed forms are returned to the RO via. <a href="mailto:research@leedstrinity.ac.uk">research@leedstrinity.ac.uk</a></p>

	<b>External Examiners:</b> completed expense claims and receipts should be submitted to the RO <a href="mailto:Research@leedstrinity.ac.uk">Research@leedstrinity.ac.uk</a>
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## 8.0 Award and Graduation

Pass lists are published throughout the year by the UoL. Your name can appear on a pass list once all the following conditions have been met:

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

Once your name has appeared on a pass list the University of Leeds Postgraduate and Research Operations will send an email to the Research Office confirming the award of your degree has been made. The RO will forward this information via email to your Leeds Trinity email address and inform Student Administration.

### 8.1 Graduation

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

Leeds Trinity Student Administration will contact you regarding ceremonies. Queries relating to ceremonies and receipt of certificates should be directed to [records@leedstrinity.ac.uk](mailto:records@leedstrinity.ac.uk)

## 9.0 Researcher Training and Development

### 9.1 Introduction

A wide range of personal and professional development opportunities for PGRs are available through LTU researcher training and online UEA courses. PGRs can also access appropriate courses at the University of Leeds (UoL).

The overall aim of personal and professional development activity is to enable PGRs to develop their research performance, employability, professionalism and engagement with society. The modern research degree combines the bedrock of research skills and subject knowledge with the opportunity to develop a much wider range of transferrable attributes, to prepare PGRs for employment and help them realise their ambitions, whatever their chosen career path.

## 9.2 Training and Development Needs Analysis and Training Plan

Within one month of commencing their studies<sup>3</sup>, research students and supervisor(s) should review the student's training needs and formally agree a training plan, using the template available in the intranet Training Plan template. Supervisor(s) will be responsible for initiating this process, which is intended to help monitor and assess the achievements of PGRs in acquiring sufficient expertise in 'generic and subject/professional skills'. A copy of the completed Training Plan must be returned to the RO via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk) for retention. Monitoring progress with the training plan and updating the plan must be carried out in review meetings after six months full-time or nine months part-time, at the transfer stage and at least annually thereafter, unless an appropriate alternative training plan is provided.

PGRs and supervisors should consider the range of training and development opportunities open to PGR students through LTU, UEA and UoL. External courses may also be of considerable value. If a PGR is unable to identify a suitable course or development opportunity to meet their needs, they should discuss this with their supervisors. There are many methods of training and development activities open to PGRs including workshops, seminars, practice and feedback opportunities, learning from experienced colleagues and from appropriate books or online packages. If a gap in training provision emerges supervisors should contact the Director of Postgraduate Research Study and /or the Deputy Director of Postgraduate Research Study.

The training plan should set out the skills that the PGR wishes to develop and should include clear and achievable targets stating deadlines for completing different training activities. It should also detail where the PGR will be able to access particular training and development opportunities from. From August 2020, all new Leeds Trinity PGRs irrespective of discipline should complete the Futurelearn course 'Introduction to Research Ethics: Working with People'.

<https://www.futurelearn.com/courses/research-ethics-an-introduction>. By completing the upgraded version of this course (current cost £32) PGRs can access to this course for as long as it's on FutureLearn and obtain a print and digital Certificate of

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<sup>3</sup> Two months for part-time PGRS.  
Publication date: December 2021

Achievement once the course has been completed. **The cost of the course can be reclaimed** by submitting a LTU Expenses Claim form accompanied by a copy of the Certificate of Achievement as proof of successful completion.

A training plan is personal and based on the PGR's own self-analysis and should be more than a commitment to attend a series of courses offered by the University.

## 9.3 Sources of Training

The main sources of training courses are the LTU Research Training Schedule on MS Teams, [University of East Anglia online training courses](#), the University of Leeds, Vitae [www.vitae.ac.uk](http://www.vitae.ac.uk), the British Library <https://www.bl.uk/research-collaboration/training-and-events>, and for generic ethics training Futurelearn.

Leeds Trinity PGRs can book UEA courses online but cannot use the online booking system in use at UoL. To book a place on any of the UoL courses contact the Research Office via [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk) who will liaise with the UoL on your behalf

## 9.4 National Researcher Development Framework

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

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

[Source: <http://www.vitae.ac.uk/rdf>]

The Researcher Development Framework (RDF) has been developed at national level and is a valuable tool in helping researchers consider their own personal and professional development. There is also a 'summary' document known as the Researcher Development Statement and its use is endorsed by over 30 national organisations including the UK Research Councils.

The RDF identifies skills and attributes of researchers in four broad domains:

- Domain A – Knowledge and intellectual abilities;
- Domain B – Personal effectiveness;
- Domain C – Research governance and organisation;
- Domain D – Engagement, influence and impact.

Further information about the RDF and useful resources are available from Training and development plan

## 9.5 Attending and Presenting at Research Seminars

Attendance and presentations by PGRS at research seminars is the normal expectation, and supervisors should give strong encouragement to PGRS to attend. Supervisor(s) should also bear in mind the needs of students who are not full-time, e.g. those who are part-time or who live some distance from LTU.

## 10.0 Research Misconduct, Ethics & Integrity, Data Management , Copyright

### 10.1 Research Misconduct

Leeds Trinity is committed to maintaining the integrity of academic research and ensuring that the conduct of research and the dissemination of the results of research are honest and fair. [Research Misconduct Policy](#)

Research misconduct includes, but is not limited to:

- (a) **piracy**, i.e. deliberate exploitation of ideas of others without proper acknowledgement;
- (b) **deliberate plagiarism**, i.e. copying of ideas, text, data or other work (or any combination thereof) without permission and due acknowledgement;
- (c) **misrepresentation**, i.e. a deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement;
- (d) **fraud**, i.e. deliberate deception, e.g. the invention, fabrication or dishonest manipulation of data.
- (e) **unethical conduct**, i.e. deliberate breach of ethical approval granted for the research or conduct of research without ethical approval<sup>2</sup>.

### 10.2 Research Participants Privacy Notice

This privacy notice explains how and why the University uses personal data for research; what individual rights are afforded under the Data Protection Act 2018 (DPA) and who to contact with any queries.

All research projects are different. This information is intended to supplement the specific information you will have been provided with when asked to participate in one of our research projects. The project specific information will provide details on how and why we will process your personal data, who will have access to it, any automated decision-making that affects you and for how long we will retain your personal data.

The full privacy notice is available via [Research Participants Privacy Notice](#)

## 10.3 Research Ethics & Integrity

Leeds Trinity University expects all research carried out at the University, or in its name to be undertaken to the highest standards of integrity and ethical conduct. The Research ethics policy sets out the principles underlying ethical research at the University and should be read in conjunction with the relevant ordinances and regulation, and other policies, procedure or guidance issued by the University.

PGRs will need to demonstrate an awareness of the ethical implications of their research and confirmation that ethical approval has been sought and received where necessary, as both aspects will be checked at the transfer and examination entry stages. The examiners may request access to the full ethical review paperwork considered by the relevant school Research Ethics & Integrity Committee. Failure to seek appropriate ethical approval could have implications for the award of the research degree.

The full policy can be viewed on our web pages [Research and Knowledge Exchange Ethics and Integrity Policy](#)

## 10.4 Process for Research Ethics Approval

Before the research is carried out, the [Research Ethics Self-Assessment Form](#) and [Research Ethics Submission Checklist](#) should be completed.

A [Research Ethics Application Form](#) should be submitted at least 28 days in advance of the project start date.

## 10.5 Research Data Management Policy

Leeds Trinity University recognises that good research demands good data management in the support of academic integrity, openness and good stewardship. It will ensure that research data is managed to high standards throughout the research data lifecycle

The effective management of Research Data will help us to;

- Meet the requirements of our funders
- Recognise the value and impact of our research data, to ourselves and others
- Improve the visibility of and our reputation for research and create opportunities for further research collaboration
- Encourage open enquiry and allow results to be independently tested, improving the overall quality of research

The full policy is available via our web pages [research-data-management-policy.pdf \(leedstrinity.ac.uk\)](#)



## 10.6 Copyright Policy

The purpose of the [Copyright Policy](#) is to ensure that staff and students of the university:

- Comply with UK copyright law
- Are able to make full and effective use of the various copyright licenses the university subscribes to.

## 11.0 Support services

### 11.1 Overview

In addition to dedicated support from their supervisors, PGRs can access independent academic advice from the Director of Postgraduate Research Studies or nominee, for example, if they are experiencing problems with one of their supervisors. In addition, there are a range of other support services available within the University and these are described below.

### 11.2 Student Support

At Leeds Trinity we understand that you can only achieve your full potential if you feel supported and secure, which is why we have a comprehensive support team dedicated to providing you with the advance and help you need, when you need it. They can be contacted on 01132837100 ext:196 or email: [studentsupport@leedstrinity.ac.uk](mailto:studentsupport@leedstrinity.ac.uk)

Student support is a good place to start for any query you might have. They are located in AG09 and run drop in sessions from 1-3 pm each day during term time.

### 11.3 Student Support and Wellbeing

Leeds Trinity University student support services gives you the opportunity to access a wide range of help and advice when it's needed – whether it's personal or academic concerns and issues.

#### 11.3.1 Learning Support Plans

Student Support and Wellbeing can be contacted to generate a Learning Support Plan (LSP) and to integrate reasonable adjustments into the PGR's programme of Research.

### 11.4 Health, Safety and Wellbeing

Health, Safety and wellbeing is the responsibility of all staff, students and visitors and we all have a part to play to maintain a safe and healthy working environment at Leeds Trinity. The University has a number of policies and procedures and it is

important that you familiarise yourself with them, and in particular the procedures that apply to you, including what to do in the event of a Fire or Accident.

[Health & Safety Information](#)

[Safeguarding Policy and procedure](#)

[Student Support and Wellbeing](#)

## 11.5 The Learning Hub

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

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

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

## 11.6 Postgraduate Learning Mentors

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

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

## 11.7 Careers and Employability Service

Leeds Trinity Careers and Employability Service helps students with career decisions and with finding employment, work experience or postgraduate study opportunities offering impartial and confidential advice. The service is open to all students, undergraduate and postgraduate, at all stages of their studies from first to final year. Further details of the services offered can be found on our web pages via [Careers and employability - Leeds Trinity University](#)

## 11.8 Chaplaincy

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

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

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

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

The Chaplaincy host a wide range of inclusive social events throughout the year that include day trips, walks and gatherings such as Tea on the Landing – next to the Atrium main entrance.

## 11.9 Leeds Trinity Students' Union

**When you become a student at Leeds Trinity University, you automatically become a member of the Students' Union.**

It's a place for you to socialise, receive support, buy snacks and essentials and even get a job.

Although the Students' Union works closely with the University, it's an independent, student-led charity which represents your needs and enhances every aspect of university life. [Home \(Itsu.co.uk\)](http://Itsu.co.uk)

### **Sports clubs and societies**

Love to play football? Passionate about politics? Whether you already know what you want to get involved in, or you're looking to try something new, the Students' Union offers plenty of sports clubs and societies for you to get involved with.

If you have an interest that isn't currently covered, the Students' Union will support you in setting up your own group with like-minded students.

### **Representing you**

From the moment you arrive, the Students' Union is here to represent your needs. With a team of Course Reps and elected Student Council members, you can be sure that your voice will be heard and used to influence positive change at Leeds Trinity.

You can get involved as a Course Rep, as part of a club or society, as a member of the Student Council, or by running for the role of President or Vice-President.

Working with the Students' Union is a great opportunity to shape the student experience and gain valuable experience for your CV.

### **Life on campus**

Your Students' Union is at the heart of entertainment on campus, organising a diverse programme of events and activities throughout the year – including Freshers' Week and the Graduation Ball.

There's always something happening in StUdio, the main social space on campus, where you can relax, watch live sports and grab a bite to eat and drink.

It's also the place to go for live entertainment, including karaoke, quiz nights and club nights. And because the Students' Union is a charity, every penny spent is reinvested back into student activities, projects or services for you.

### Supporting you

Need to speak to someone? The Students' Union offers a student advice service providing confidential support on mental health, general wellbeing, housing and academic-related issues.

Whatever the problem, the advice team can discuss your options with you and help you to identify your next steps.

## 11.10 Complaints and Appeals

### 11.10.1 Complaints

[UoL Complaints procedure](#)

### 11.10.2 Appeals

[UoL Appeals Procedure](#)

## 12.0 Facilities and Services

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

### 12.1 Postgraduate Researchers Office

The postgraduate researcher's office (AF8) is available for use by all postgraduate researchers and has access to computers and storage space.

Access to the office is through arrangement with the Research Office in AF3.

### 12.2 Library Services

Please note that the following information describes facilities and services as they are operating as of 25/08/2021. Due to the current COVID-19 situation, you are advised to check on the Library website <https://lib.leedstrinity.ac.uk> for current information.

Leeds Trinity University Library is based in the modern, purpose-built Andrew Kean Learning Centre. In the Library, you will have access to a range of study environments, including bookable group study rooms, a silent study area and individual work spaces. In order to use group study rooms, you must book in advance of your visit. This can be done via the **Book a study space** button on the Library website. All users entering the AKLC **are expected to wear a face covering** unless you have an exemption. You are encouraged to regularly sanitise your hands.

The University has invested heavily in digital and print information resources in recent years, in line with our move to becoming a more research-intensive institution. Our friendly helpdesk staff and our team of dedicated Liaison Librarians provide help and support for library users.

From the Library website you can use the search box to locate books, e-books, articles, journals, videos and more. **Sign in** with your Leeds Trinity University email address and password to reserve items which are on loan, check **My Library Account**, and create favourites lists.

To find relevant subject databases for your area of study click on Finding Resources on the top menu and then look under My Subject. You can also find a full list of our library databases under Databases A-Z, which you will find under the search box.

The Library Research pages will provide you with key information and links, covering areas such as literature searching, getting published, impact, the Pure system and research data management.

Almost all of the library's online resources can be accessed from off campus via the Library website using your Leeds Trinity network login.

For general queries related to Library services, please contact the Learning Centre Helpdesk, by phone on 0113 283 7244, email [libraryenquiries@leedstrinity.ac.uk](mailto:libraryenquiries@leedstrinity.ac.uk) or in person

### 12.2.1 Loans, Renewals, and Reservations

Your Leeds Trinity ID card is also your library card, which you will need if you wish to borrow items from the Library – it also gives you access to the printers/photocopiers across campus.

Postgraduate research students may borrow a total of 30 items.

- All Library items can be borrowed for two weeks.
- Your loans will be renewed automatically for six months unless they are reserved by another borrower.
- After six months, you will need to return the items.
- We will remind you two days before items are due back.
- We will remind you when items are one day, one week and two weeks overdue.

You can reserve items that are on loan via the search box on the homepage, having first signed in. Click on **Reserve** in the full item record.

- You can reserve a maximum of **10** items.
- You will receive an email to let you know when your reservation is available.
- Reservations are held at the Library Helpdesk for **seven days**.

## 12.2.2 Liaison Librarians

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

Sarah Cohen	Subject support for School of Communication, Business & Law
S.Cohen@leedstrinity.ac.uk 0113 2837 100 x596 Works Tuesday - Friday	<ul style="list-style-type: none"> <li>• Business, Management &amp; Marketing</li> <li>• Computer Science</li> <li>• English</li> <li>• Journalism</li> <li>• Law</li> <li>• Media, Film, &amp; Culture</li> <li>• Photography</li> <li>• Politics &amp; International Studies</li> <li>• Victorian Studies</li> </ul>
Rachel Davies	Subject support for: School of Social & Health Sciences
r.davies@leedstrinity.ac.uk 0113 2837 100 x431 Works Tuesday - Friday	<ul style="list-style-type: none"> <li>• Criminology</li> <li>• Psychology</li> <li>• Sociology</li> <li>• Sport, Health &amp; PE</li> </ul>
Sarah Munks	Subject support for: Institute of Childhood & Education
s.munks@leedstrinity.ac.uk 0113 2837 243 Works Monday - Thursday	<ul style="list-style-type: none"> <li>• Children, Young People &amp; Families</li> <li>• Primary Education</li> <li>• Secondary Education</li> <li>• Philosophy, Ethics &amp; Religion</li> </ul>

The Liaison Librarians also run workshops for research students on topics such as literature searching, carrying out systematic reviews, using EndNote Web, using  
Publication date: December 2021

research databases such as Scopus and how to begin publishing your research. Please contact your Liaison Librarian for advice on any of these topics or other research-related enquiries.

### 12.2.3 Support with Pure, Open Access and Research Data Management

The Library's Collections, Access & Systems Team can assist/advise you on adding your research outputs to Pure and will validate these once added. They can be contacted via [repository@leedstrinity.ac.uk](mailto:repository@leedstrinity.ac.uk).

They also run workshops on open access, on using the Pure repository and on research data management.

### 12.2.4 Accessing other Libraries

#### REQUEST SERVICE

If a book or journal article is not available in the Leeds Trinity University Library, or you would like to make a recommendation, use the online Request form (see the quick links at the right of the Library homepage).

Library staff will review your request and contact you.

#### SCONUL Access

The SCONUL Access scheme allows students to apply for access to other higher education libraries. At the time of writing, it is suspended due to the COVID-19 situation. Information on the scheme and its operational status is available at <https://www.sconul.ac.uk/sconul-access>.

#### Special access to University of Leeds libraries

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

Please email [libraryenquiries@leedstrinity.ac.uk](mailto:libraryenquiries@leedstrinity.ac.uk) to request authorisation before visiting Leeds University Libraries.

There are 4 main libraries at University of Leeds:

- Brotherton Library: resources for arts and social sciences, as well as Special Collections.
- Edward Boyle Library: resources for science and engineering.
- Health Sciences Library (on level 7 of the Worsley Building): resources for medicine and health-related subjects.
- Laidlaw Library: short-loan and undergraduate textbooks for all subject areas.

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

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

Further information about University of Leeds libraries including services operating in the current COVID-19 situation is available at <https://library.leeds.ac.uk>

### British Library at Boston Spa, yorkshire

You can visit the reading room at the British Library at Boston Spa for access to some online resources which are not available via Leeds Trinity or University of Leeds libraries, and for reference access to selected British Library materials. You need to apply for a Reader Pass in advance of your visit – please see <https://www.bl.uk/visit/reading-rooms/boston-spa> for more information. You need to request any specific items at least 48 hours in advance of your visit.

### British Library at Boston Spa, yorkshire

You can visit the reading room at the British Library at Boston Spa for access to some online resources which are not available via Leeds Trinity or University of Leeds libraries, and for reference access to selected British Library materials. You need to apply for a Reader Pass in advance of your visit – please see <https://www.bl.uk/visit/reading-rooms/boston-spa> for more information. You need to request any specific items at least 48 hours in advance of your visit. Please note that the service is currently operating reduced opening hours.

## 12.3 IT Services

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

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

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

Some departments have specific IT suites catered to their specific software requirements within their area of Leeds Trinity. The IT suites are often booked out for lectures, but please feel free to use them if they are not in use.

IT Suite	Department	Location	PCs	Specialist Software
24 Hour Lab	General	AKLC	34	SPSS, Adobe Photoshop, Indesign etc
LC1-31	General	AKLC	48	SPSS, NVivo (lecturer's workstation)



IT3	Media	AKLC	17	SPSS, Adobe Creative Cloud Software
LC1-32	Media	AKLC	22 (iMac)	Adobe Creative Cloud Software
T23	Education	Trinity Building	26	Various educational specialist Software
AG75	Media	Media Centre	13 (iMac)	Adobe Creative Cloud Software
AG86	Media	Media Centre	22	Adobe Creative Cloud Software
AS27 AS29	Psychology	Main Building	7 12	NVivi, EPrime, Cedrus Data Viewer, SPSS

### 12.3.1 WI-FI Access

Leeds Trinity University provides you with free high-speed internet connection across the campus and halls of residence. Students and staff should use the eduroam network whilst on campus.

Details of how to access Leeds Trinity's Wi-Fi network can be found on the myLTU portal:

### 12.3.2 Remote Access

Remote Desktop services (RDS) is a service allowing you to access the University IT system from anywhere with a reliable internet connection, on almost all devices. It gives you access to a Windows Desktop, all your files and shared drives, and a wide selection of University Applications.

To get started visit <http://remote.leedstrinity.ac.uk>. If you need help there is a user guide provided on the login page. This service requires MFA using the Microsoft Authenticator app on your smartphone.

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

If you need to do your self-study using specialist software, you can use our Lab Stats remote Computer Access. Lab Stats allows you to access many of the Adobe products and other specialist pieces of software from your own personal device.

### 12.3.3 Specialist Software

Availability of this service is extremely limited and on a first come, first served basis. So it is only suitable for self-led study and not for use in practical teaching sessions.

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## 12.3.4 Free Software

### Office

Leeds Trinity University offers the latest Office for free whilst you're with us. Microsoft 365 formally known as Office 365.

You can install Office desktop apps on up to five PCs/Macs, plus five tablets and five smartphones. You can use it on any device, anytime, anywhere. To get your copy of Office browse to: <https://office365.leedstrinity.ac.uk>. Sign in with your university email address and password and click on 'Install Office'.

### SPSS

IBM SPSS is software for editing and analysing all sorts of data. Use the link below to download and install the software. The link to the installer and licence key is available on the myLTU app and portal.

### Nvivo

Nvivo helps you discover more from your qualitative and mixed methods data. Uncover richer insights and produce clearly articulated, defensible findings backed by rigorous evidence. The link to the installer and licence key is available on the myLTU app and portal.

Training is available through the UoL. To access training please email [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

### EndNote

EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references. You can use the link below to download Endnote X9 for Windows computers. The link to the installer and licence key is available on the myLTU app and portal.

Training is available from AKLC library colleagues.

## 12.3.5 File Storage

### OneDrive

Portable devices can be lost or stolen and others could gain access to your files. Leeds Trinity University recommends OneDrive 1TB of secure, backed up cloud storage. You can access, share and collaborate on your files on any device anywhere.

Access your E-mail wherever you are and your files in OneDrive. Leave USB in the past and get in the cloud!

## 12.3.6 Virtual meetings and calling

### Microsoft Teams

Microsoft Teams is part of Office 365 and is an online communication and collaboration tool and is the only authorised method for video calling and collaboration at LTU.

You can install Microsoft teams on your own device simply download from Microsoft and sign in using your Leeds Trinity username and password.

## 12.3.6 IT Security – Keeping your information safe

### How do I stay secure?

With such a vast amount of data passing through the university, there will be occasions where you may encounter SPAM/Phishing emails. It is important that you are aware of the risks these pose and how to avoid them.

- **SPAM** - unwanted, junk email, typically sent to large numbers of people, for the purposes of advertising, phishing, spreading malware, etc.
- **PHISHING** - fake email messages that claim to be from an organisation that you may trust (eg universities or banks). Often ask you to provide your personal details by replying or clicking a link. They may suggest you'll lose your account if you don't do so.

### Your account details

During the lifetime of your account with us at LTU, we will never ask you for your password. Should you receive any correspondence via email asking you to verify your account or to enter your details you should ignore this request. Whenever in doubt contact the IT helpdesk team. Responding to these suspect requests could compromise your account leading to your own access being lost until it can be secured. It is important you remain vigilant against such malicious attempts.

LTU has implemented Multi-Factor Authentication on all accounts. This means you're able to recover your own password should you forget it via Self-Service Password Reset. In order to activate this you'll need to download and install the Microsoft Authenticator app on your smart phone and add some additional details when you first log in.

### User account expiry

Your user account is set to automatically be disabled for your expected end date at LTU. Shortly after this time all the account data will be deleted in accordance with GDPR and our data retention policies. If your expected finish date is changed, we strongly recommend that you confirm your account expiry dates with IT Services.

## 13.0 Links to Policies and Procedures (A-Z)

This section draws together the key regulations, procedure and policy documents that apply to Postgraduate Researchers studying for a research degree at Leeds Trinity (accredited by the UoL).

<a href="#">Annual Progress Review Guidance</a>
<a href="#">Appeals Procedure (link to UoL web pages)</a>
<a href="#">Briefings for external examiners</a>
<a href="#">Code of Practice for research degree candidature (link to UoL web pages)</a>
<a href="#">Criteria for the appointment of examiners and independent chairs</a>
<a href="#">Data protection-Data Quality-Privacy and FOI</a>
<a href="#">Disagreement between Research Degree Examiners</a>
<a href="#">Eligibility for Supervision</a>
<a href="#">Equality Diversity and Inclusion</a>
Guidance for Overseas Travel and Work (no link subject to review)
<a href="#">Guide to the thesis examination process</a>
<a href="#">Health &amp; Safety Information &amp; policies</a>
<a href="#">Information Services Policies (IT and Library)</a>
<a href="#">Instructions to examiners for research degree examinations</a>
<a href="#">Learning outcomes – MbR (link to UoL web pages)</a>
<a href="#">Learning outcomes – PhD (link to UoL Web pages)</a>
<a href="#">LTU Protocol Practice Led and based PhD study</a>
<a href="#">LTU Policies and Strategies</a>
<a href="#">LTU PGR Covid19 policy &amp; process May 2020</a>
<a href="#">PGR attendance monitoring policy / presumed withdrawn</a>
<a href="#">PGR research support fund</a>
<a href="#">Reasonable Adjustment and Support for PGR Level Assessment / Examination</a>
<a href="#">Research Ethics and Policies</a>
<a href="#">Role of the independent chair</a>
<a href="#">Solely &amp; Joint authored publications</a>
<a href="#">Submitting your thesis early</a>
<a href="#">Transfer panel guidance</a>
<a href="#">UAPP procedure (link to UoL web pages)</a>
<a href="#">Video Streaming Policy – PGR transfer and viva</a>
<a href="#">Vitae National Researcher Development Framework</a>

## 14.0 PGR Forms and Templates

### (internal access only)

The following forms and template are only available internally via MS Teams to Postgraduate Researchers and LTU staff. If you require access to one of these documents, please email [research@leedstrinity.ac.uk](mailto:research@leedstrinity.ac.uk)

<a href="#">Academic Appeals submission form</a>
<a href="#">Annual Review Post transfer</a>
<a href="#">Change of Name form</a>
<a href="#">Change of Supervision form</a>
<a href="#">Examination entry form PhD and MbR</a>
<a href="#">Examination entry for PhD PRACTICE LED only</a>
<a href="#">Examiners Individual viva preliminary report form</a>
<a href="#">External Examiners Viva report form</a>
<a href="#">First formal progress review form</a>
<a href="#">Joint report Transfer Assessment Panel</a>
<a href="#">MbR examiners viva recommendation and signature sheet</a>
<a href="#">PGR expenses claim form</a>
<a href="#">PGR period of study abroad</a>
<a href="#">PGR research support fund</a>
<a href="#">PhD Examiners viva outcome and signature sheet</a>
<a href="#">Progress report transfer stage</a>
<a href="#">Research Ethics &amp; Integrity forms</a>
<a href="#">PGR Supervision meeting record form</a>
<a href="#">Suspension and Extension application form</a>
<a href="#">Thesis submission receipt</a>
<a href="#">Transfer Assessment statement of academic integrity</a>
<a href="#">Training Plan</a>
<a href="#">Withdrawal Notification</a>

## 15.0 Useful information provided by external bodies

QAA/NUS The UK Doctorate: a guide for current and prospective doctoral students. This guide includes information on the regulations that provide the framework for doctoral degrees. The guidance is intended to be helpful for those students who are studying, or are thinking about commencing, a doctoral degree programme. See: [Research Degrees \(qaa.ac.uk\)](https://www.qaa.ac.uk/research-degrees)