



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

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

The Progression and Examination team in Doctoral College Operations is happy to help with any queries about the presentation of your thesis, how to use GRAD or with the examination process in general.

E-mail to rp_examinations@adm.leeds.ac.uk.

Covid-19: Thesis submission and examination arrangements

The following section outlines the measures that the University has taken to continue to support our PGRs through the thesis examination process during this time. Please do get in touch with your Graduate School or with the progression and examination team in Doctoral College Operations (DCO) (rp_examinations@adm.leeds.ac.uk) if there is anything more that you need to know. Please check the latest news on our dedicated [coronavirus website](#). The position will be continuously reviewed as the plans to return to campus develop, in accordance with Institutional guidance and further guidance and clarifications will be provided as necessary.

Extensions to the thesis submission deadline

Extension requests agreed between PGRs and supervisors and/or Directors of Postgraduate Research Studies will be approved when work has been affected by Covid-19. Please see the [Coronavirus FAQs](#) for details of the arrangements that are in place. You can apply for an extension using the Suspension/Extension workflow in GRAD. You can find this under the change request menu. Your Graduate School can advise you further if you have any questions.

Thesis submission for examination

In response to the current situation, we have moved to online thesis submission. Your thesis should be submitted via GRAD as a PDF; soft-bound copies are not required. These arrangements will remain available into the 2021/22 session, pending further review.

Your viva

Arrangements for you to complete your viva via video streaming will remain available during the 2021/22 session. Section 2 of this document includes details of the 'Preparing for Your Video Streamed Viva sessions that are available to PGRs. The policy is available to [download](#). Arrangements for re-opening buildings and rooms on campus are progressing and depending on the circumstances and preferences of you and your examiners it may be possible to arrange a full on campus or hybrid viva, whilst ensuring that [institutional](#) and local H&S guidance is followed. Your internal examiner will contact you about the arrangements for your viva after you have submitted your thesis. Please contact your Graduate School if you have any further questions.

Disability support – Previously agreed adjustments around the final viva will be honoured, but bespoke arrangements may be required in some cases. PGRs are advised to contact [Disability Services](#) at the earliest opportunity to discuss the reasonable adjustments and/or additional support that may be needed for an online viva. The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](#).

Assessment of Learning Outcomes and Covid-19 Impact Statement

The University has prepared the following guidance for PGRs, Supervisors and Examiners on the assessment of learning outcomes. The Quality Assurance Agency for Higher Education (QAA)

has produced advice on [Doctoral Standards for Research Students and Supervisors](#) which it may be helpful to read in conjunction with this guidance.

It is recognised that in some cases the research plans, and the thesis submission, may have to change from what was originally intended. This might include changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project. However, the **quality** of the thesis is expected to be equivalent to that produced at other times. The Learning Outcomes and criteria for award are unchanged.

Flexibility may be considered, if appropriate, on the **quantity** of material expected in the thesis, whilst ensuring that the quality of the submission is preserved, and that the examiners still have a sufficient body of research to assess that the criteria for award and [learning outcomes](#) have been met. This may not always be easily quantifiable, but Supervisors, in consultation with Directors of PGR Studies and Heads of Graduate Schools, are encouraged to consider how best to interpret this for their disciplines. The [Regulations to Ordinance X, and the Programme of Study entries](#), set down the normal maximum length for each thesis submission, but the University does not specify a minimum length for any of its research degrees. The maximum limits are not intended to be interpreted as a requirement for the length of a thesis, and in certain disciplines this may normally be considerably shorter.

PGRs are invited to submit a Covid-19 impact statement alongside their thesis¹, which describes any impact of Covid-19 on their research plans and thesis submission and what changes to the research project design/plans had to be made therefore, for example:

- How the Covid-19 pandemic impacted the research project.
- What steps were taken to mitigate against the disruption.
- Any decisions taken to change direction or focus, or re-design the research plans in response to Covid-19.

The impact statement will be shared with the examiners with the thesis submission. Examiners will be asked to consider this statement, and to be flexible in considering how a PGR may demonstrate they have met the learning outcomes and what constitutes such evidence. Examiners should be sympathetic to any Covid-19 related circumstances that may have impacted the research or necessitated a change of direction or emphasis from that which may originally have been planned, whilst still ensuring that learning outcomes for each award have been met, based on the quality of the thesis submission and the PGR's defence in the oral examination. Examiners are invited to include comments in relation to a Covid-19 impact statement provided by the PGR in the relevant section of the joint report form.

A PGR may have used the impact statement to document how their ability to work was affected during the pandemic due to academic or personal circumstances². In some cases, adjustments to

¹ A discussion of this might also be included in the thesis, if appropriate and the Supervisor(s) will be best placed to advise on the most appropriate location and form for this

² PGRs are reminded that the statement will be shared with their examiners are strongly encouraged not to include personal or sensitive information in their statement. The statement should instead focus on the impact of the pandemic on their research project and any changes required in response to this

individual research projects may have been needed to enable PGRs to complete to their original timetable. Any changes needed to the scope of emphasis of the project will be described in the statement and should be considered in accordance with the guidance above. In other cases, these mitigating circumstances will have been dealt with by additional support and time (via a suspension or extension of studies) prior to submission of the thesis, to allow more time to complete the original project plans.

The University has an established position on mitigating circumstances which is set out in section 5.8 of this document. Any mitigating circumstances which may have affected the PGR during their period of study should never lead the examiners to award a research where the work is not felt to be of the appropriate standard. To be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. While the thesis may be shorter or contain fewer case studies than might otherwise be expected as a result of the difficulties encountered, it should still meet the criteria for award.

The focus should be on the **quality** of the thesis submission, together with the PGR's defence in the oral examination. In the case of doctoral awards, for example, the examiners will be expected to reach an academic judgement on whether there is a sufficient quality – and quantity – of original research, with the appropriate rigour of analysis and independent critical ability and matter suitable for publication to have met the learning outcomes for award. In considering 'matter suitable for publication' at doctoral level, the expectation is that the thesis will contain original work which is of publishable quality in appropriate, peer-reviewed journals (or publication in other form as appropriate for the field of research). When commenting on the extent to which the thesis contains matter suitable for publication, Examiners are invited to comment on work which has already been published and/or may comment on parts of the thesis which could form the basis of an appropriate publication following some reworking.

Recommendations for award ultimately remain an academic judgement for the appointed examiners. All recommendations for award are considered at the next meeting of the Graduate Board's Examinations Group. The Graduate Board has delegated authority to the Examinations Group to ratify examination results and award research degrees, subject to it being satisfied that the criteria for the award of the degree have been met.

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

The University has withdrawn the requirement to submit a hard-bound copy of your final, corrected thesis for the award of your degree. You only need to upload a PDF copy of your thesis to White Rose Entheses Online. If the current situation means that you are not going to be able to meet the deadline for completing any minor corrections to your thesis you can apply for an extension.

Please contact your Graduate School or the [progression and examination team](#) with any queries. Teams may still be working remotely but we are still available and happy to help.

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Where separate policy documents are referred to in this Guide, these are published on the [SES website](#) (Select the '*Regulations, codes, policies and procedures for postgraduate research*' page and then open the '*Thesis submission and examination*' section to view the policies).

Document Version History	
Author	Date
Doctoral College Operations (2021/22 arrangements)	Aug 2021
Doctoral College Operations (On campus viva guidance)	Sept 2021

Introduction

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

Further support and advice about the research degree thesis examination process

- All PGRs should consult their supervisor(s) for appropriate guidance in preparation for their submission and examination (see section 2 of this Guide). A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. Section 2 also includes information about mock video-streamed vivas available through ODPL.
- You should, at an early stage in your candidature, ensure you are aware of the criteria for award for the research degree for which you are registered. This is the criteria that will be used by the examiners when examining the thesis. The requirements and learning outcomes are provided in the [Ordinance, Regulations and Programmes of Study](#).
- A range of support is available to those nearing the completion of their research degree. Please see Section 2 of this Guide. The Doctoral College Minerva organisation includes the “[The final stages of your research: Post-transfer to completion](#)” course which guides you through the final stages of your research, thesis preparation and preparing for your viva.
- Practice-led PGRs should also consult their [Faculty's practice-led protocol](#). This sets out specific information relating to the submission and assessment of practice-led research including the assessment of any live practice and the recording and format of the submission.
- Disabled postgraduate researchers, and their supervisors and examiners, can access a wide range of support from [Disability Services](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](#) (see section 2 of this Guide).

The Thesis Examination Section of Doctoral College Operations is happy to help with any queries about the presentation of your thesis or with the examination process in general. Please contact us by e-mail to rp_examinations@adm.leeds.ac.uk.

Overview of the steps and timescales in the thesis examination process

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

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

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

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

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

- You must upload one PDF copy of your thesis to GRAD on or before your maximum time limit.
- At the current time we have moved to online thesis submission only. Theses should be submitted via GRAD as a PDF; bound copies are not required at the current time.
- If the current situation means that you are not going to be able to meet the deadline for thesis submission, you can apply for an extension.
- DCO makes your thesis available to examiners, normally within 10 working days of submission.

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

- You must complete an [oral examination](#). The **Internal Examiner** makes the arrangements for this, normally within 3 months from receiving the thesis (6 months for MD).
- Arrangements remain in place for it to be possible for you to complete your viva via video streaming. Please see the [introduction](#) of this document for further advice.

Within 4 or 12 weeks of successful viva³ – Complete any minor corrections to your thesis

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

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

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

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

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

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

- Further information about the arrangements for graduation and certificates can be found on the [graduation pages of the SES website](#).

³For other possible outcomes, including Referral/Fail – please see Section 6

1. Entering for examination

1.1 Examination Entry Arrangements (GRAD workflow)

At least 3 months before you plan to submit your thesis for examination, you must enter for examination by completing the examination entry workflow in GRAD⁴. **Entry workflows received less than 3 months prior to thesis submission may delay the dispatch of your thesis to the examiners and the viva/examination process.** Therefore, you should start thinking about examination entry and discuss arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

- From the main GRAD front page select “My project”.
 - On the right-hand side of your project page select “Thesis examination” and confirm you want to start the record. This opens two workflows
- (a) Examination Entry:
- You will need to confirm your thesis title, whether you have been a member of staff and provide details of ethical review and any publications
 - You can then submit the workflow to your supervisor so they can nominate the examiners.
 - You can track the progress via the status box in the workflow
- (b) Thesis Submission:
- This workflow will remain open until you are ready to submit your thesis for examination.

1.2 Nomination and appointment of Examiners

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

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

⁴PGRs registered at one of the Accredited Institutions (LTU/YSJU) must complete a paper exam entry form

2. Preparing for submission and examination

2.1 Timescale for submission

You should aim to submit your thesis within the [standard period of study](#) for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the end of the maximum period of study (the maximum time limit) for your programme, as governed by the University's regulations. These dates are visible in your GRAD record. It is important that you submit your thesis for examination on or before your maximum time limit for submission. If you do not submit your thesis by this deadline, it may lead to you being required to withdraw from your studies.

If other difficulties arise you must talk to your School/Faculty Graduate School as soon as possible for advice, otherwise you may compromise your ability to complete your research degree successfully. Please see the [website for advice on suspensions and extensions](#). If the impact of the Covid-19 pandemic means that you are not going to be able to meet your deadline for submission, you can apply for an extension. Please see the [Covid-19](#) Examination Arrangements section at the start of this document for further advice.

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

2.2 The advice of your supervisor(s)

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

PGRs must take responsibility for the work that they submit. The Graduate Board is clear that no PGR should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted. You should also consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A "mock viva" may be helpful, and if so, you should again consult your supervisors.

2.3 Thesis preparation and viva workshops

A range of support is available to those nearing the completion of their research degree. The Doctoral College Minerva organisation includes the “The final stages of your research: Post-transfer to completion” course which guides you through the final stages of your research, thesis preparation and preparing for your viva. This is available to PGRs at any time of the year through Minerva and you should consult this for support and guidance as you near the thesis examination stage. There is also a range of support information available through the researcher support pages on the [Library](#) Website.

For PGRs - Preparing for Your Video Streamed Viva.

It can, understandably, be an anxious time as you approach your final doctoral viva. Guidance on the Viva generally and for videos streaming more specifically, is now available in a new ‘Your Viva’ section of the Leeds Doctoral College organisation in Minerva* (Near the top of the left-hand menu). A number of video streamed Vivas have now successfully taken place and we are also offering additional support.

We are now **offering mock video streamed Vivas**** for those with upcoming Vivas. As we get requests, we will look to put together a meeting with up to three postgraduate researchers and a facilitator. We can tailor the session dependent upon the needs of participants, but we would look to cover:

1. Exploring the video streaming environment and capabilities
2. Trialling how the experience works for you, with your set up, in a safe environment.
3. Try out some general Viva questions in this ‘mock’ Viva set up, so that you can experience answering questions and explaining your research in a video streaming environment.

Sessions would last for around 30 minutes but up to a maximum of an hour as needed. If you are interested in a mock Viva please contact Dr Tony Bromley by email t.p.bromley@adm.leeds.ac.uk

***LOGIN to Minerva:** Log in with your usual University IT account (username@leeds.ac.uk).

On the home page click on the ‘Discover tab’ top right.

Type ‘Leeds Doctoral College’ in the ‘What are you looking for?’ search box.

Click on ‘Leeds Doctoral College (Organisation)’.

If you are not enrolled, you will see ‘enrol’ bottom left. Click on enrol and you are in!

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

2.4 Mock viva

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. The University provides all examiners with good practice advice on the conduct of the oral examination and you may also find it helpful to consult this [advice](#)⁵ when preparing for your viva.

⁵Included in the full Instructions to Examiners document

2.5 Assessment criteria used by the examiners

Please also refer to the [Covid-19 Examination Arrangements](#) section at the start of this document for further advice.

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

Criteria for the award of PhD

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

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

After the oral examination the examiners must produce a joint report which outlines their recommendation. You might find it helpful to look at the [examiners' report form](#) which describes the criteria against which your examiners will be assessing your work. For example, in the case of PhD (or other doctorate) the examiners are required to report to the University as follows:

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

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

2.6 Supporting Disabled Postgraduate Researchers

PGRs, and their supervisors and examiners, can access a wide range of support from [Disability Services](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](#). This document, which is intended to provide a single point of reference for PGRs and staff in Disability Services, Schools and DCO:

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

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

Please also refer to the [Covid-19](#) Examination Arrangements section at the start of this document for further advice. PGRs are advised to contact Disability Services at the earliest opportunity to discuss the reasonable adjustments and/or additional support that may be needed for an online final viva. Previously agreed adjustments around the final viva will be honoured, but bespoke arrangements may be required in some cases.

2.7 Academic Integrity

All PGRs are required to maintain high standards of academic conduct and to avoid conduct amounting to the fabrication of research results or plagiarism. You must ensure that you have read and understood the rules on plagiarism. If you are in any doubt you should consult your supervisor(s). The University has [procedures for the investigation of allegations of plagiarism](#)⁶ identified in a thesis submission. Where the examiners suspect plagiarism within a thesis submission the matter must be immediately reported to Doctoral College Operations. The oral examination will be postponed, pending investigation of the allegation (the procedure is set out in the full policy document).

⁶See under Complaints, Appeals and Disciplinary matters

3. Format and presentation requirements for the submitted thesis

3.1 Text

The thesis must be written in English⁷. Theses must be presented in a clear, standard font of 11 to 12pt size. You should consult with your supervisor regarding any text/font conventions normally used in your discipline. Text that is in upper case only or in which some letters are non-standard is not acceptable as thesis text. Text must be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used). Margins at the binding edge must be not less than 40 mm and other margins not less than 20 mm.

3.2 Pagination

All pages must be numbered consecutively throughout including images and/or diagrams where possible. Page numbers must appear on each page, preferably at the top centre.

3.3 Presentation of the title page

The title page must give the following information

- (a) The full title of your thesis (and sub-title if any), as submitted at examination entry.
- (b) Your full name, as held in the University's records, including all middle names.
- (c) "*Submitted in accordance with the requirements for the degree of*" with the name of the relevant degree added in full afterwards.
- (d) "The University of Leeds" followed by either⁸:
 - the name of the School in which you were registered and supervised; or
 - if you received formal supervision in two Schools (one of which was your parent registration School) you can include the names of both Schools if you wish; or
 - the name of the academic Centre or Unit in which the research was conducted (after permission has been obtained from the DoPGRS in your parent registration school)
- (e) The month and year of submission **for examination**.

⁷ With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

⁸ in the case of PGRs registered at accredited institutions the "University of Leeds" followed by the name of the Institution together with the name of the school within the institution

3.4 Second Page (Intellectual Property and Publication Statements)

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

(a) One of the following statements: either

(i) **If there are no jointly authored publications** from the thesis:

The candidate confirms that the work submitted is [his/her/their] own and that appropriate credit has been given where reference has been made to the work of others.

(ii) **If there are jointly-authored publications** which have been used in the thesis:⁹

The candidate confirms that the work submitted is [his/her/their] own, except where work which has formed part of jointly authored publications has been included. The contribution of the candidate and the other authors to this work has been explicitly indicated below. The candidate confirms that appropriate credit has been given within the thesis where reference has been made to the work of others.

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

- details of which chapters are based on work from jointly authored publications.
- details of the publications which have been used (title, authors, date, journals).
- details of the work within the publications which is directly attributable to you; and
- details of the contributions of the other authors to the work.¹⁰

(b) A statement as follows: *“This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement”*¹¹

(c) Optional - Assertion of moral rights. If you wish to assert your moral right to be identified as the author of the work insert the following: *“The right of <your full name> to be identified as Author of this work has been asserted by <your full name> in accordance with the Copyright, Designs and Patents Act 1988.”*

3.5 Acknowledgements page

This page should contain any acknowledgements to those who have assisted with your work, for example your supervisor(s), sponsor(s) etc. Where you have worked as part of a team you should include a specific statement as follows: *“This research has been carried out by a team which has*

⁹ See the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#)

¹⁰ PGRs submitting an alternative style of doctoral thesis including published material must also include a brief rationale for submitting an alternative format thesis and a brief summary of the thesis structure

¹¹ See the [Intellectual Property Rights Policy](#)

included (name the individuals). My own contributions, fully and explicitly indicated in the thesis, have been.....(please specify)” The other members of the group and their contributions have been as follows: (please specify)”

3.6 Abstract

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

3.7 Table of Contents and Lists of Tables and Illustrative Material

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

3.8 Abbreviations

Where abbreviations are used, a key must be provided.

3.9 Referencing Styles

You must use an established referencing standard in your thesis (examples include Harvard, or Numeric or other recognised referencing style used within a discipline). It is important that you familiarise yourself with the referencing conventions used in your subject area and you should seek further advice from your Supervisor or DoPGRS on employing the correct academic conventions for referencing and citing work within your discipline. You may find the information on the [Library website](#) helpful.

3.10 Presentation of your name on the thesis

You must use your full, registered name on the title page of your thesis (including forename and all middle names) which are held in the University’s records. If you wish to change your name in the University records please see the [SES website](#) for further advice.

3.11 Inclusion of Supplementary Information with the thesis

Any material that is considered essential reading for the examiner for them to reach a considered evaluation of the work should be included in the thesis. You may upload supporting supplementary material/data to GRAD alongside your thesis submission for examination. This should be used in exceptional circumstances only, where it is considered that it may be important for examiners to have access to supporting material. There is no requirement for the examiners to refer to the supplementary data/information, although they may do so if they wish, and the thesis must stand

alone and be understandable without the supplementary data/information. Where it is necessary to include supplementary data/information you will need to complete and upload a separate [form](#) to GRAD when you submit your thesis for examination.

3.12 Practice-led research degree submissions

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

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

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

3.14 Alternative style of doctoral thesis including published material

This model of submission is currently only available to doctoral PGRs registered in the Faculties of Environment, Engineering and Physical Sciences (Former Engineering Schools only), Biological Sciences and Medicine and Health. Doctoral PGRs in these Faculties who wish to consider this route to submission must first discuss this with their Supervisory team. This model of thesis can only be submitted where the supervisory team supports this format of submission and is satisfied it is appropriate and meets the protocol in place for that Faculty. For further information, please consult the relevant [Faculty protocol](#) (under the thesis examination section).

3.15 Length of Thesis

Please also refer to the Covid-19 section at the start of this document
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During the examination of your thesis your examiners will be considering both the quality and value of your work and the way in which you have chosen to present your review, results, arguments, and conclusions. Your ability to express your findings in a clear and concise manner will be under examination and excessive length or too discursive a style may be considered a weakness.

The University expects that theses will normally not exceed the following maximum lengths¹²:

MA, MSc, MSc (Eng) and MEd	30,000 words (100 pages)
MPhil	60,000 words (200 pages)
PhD (including Integrated PhD & Master)	100,000 words (300 pages)
EdD	55,000 words (185 pages)
DPaedDent	50,000 words (170 pages)
DHSC	50,000 words (170 pages)
MD	80,000 words (250 pages)
DClinPsychol	40,000 words (135 pages) ¹³
Practice-led PhD	A minimum word limit of 15,000 and a maximum word limit of 50,000
Practice-led MPhil	A minimum word limit of 10,000 and a maximum word limit of 30,000

Please note that the above limits include all appendices & footnotes but not bibliographies/reference lists. It should be noted that the maximum limits are not intended to be interpreted as a requirement for the length of the thesis and that in certain disciplines the thesis may be considerably shorter. Your supervisor is best placed to advise you on the desirable length and form of your submission within the University's limits and you should seek further advice from your Supervisors or Director of PGR Studies.

3.16 Extensions to the maximum length of theses

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

¹²The page limits given here are an approximation based on you having presented your thesis (text size, spacing) in accordance with these regulations. If your thesis is longer than the page limit but still within the word limit the Graduate School should send confirmation (including the word count) to rp_examinations@adm.leeds.ac.uk

¹³**DClinPsychol only:** In exceptional cases, with the approval of their supervisor(s), PGRs may include appendices (up to 20,000 words maximum) which will not be counted towards the overall word length of the thesis.

4. Submitting your thesis for examination

4.1 Deadline for Submission

You should aim to submit your thesis within the standard period of study for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the maximum time limit for your programme. Your standard period of study and maximum time limit dates are visible on your GRAD record. It is important that you submit your thesis for examination on or before your maximum time limit for submission. If you do not submit your thesis by this deadline it may lead to you being required to withdraw from your studies. Where the maximum time limit for submission falls on a day when the University is closed as a consequence of either a holiday period (for instance a Bank Holiday) or a weekend, the deadline for upload of the thesis to GRAD will be no later than the end of the next working day.

Please see the [website for advice on suspensions and extensions](#). If the impact of the Covid-19 pandemic means that you are not going to be able to meet your deadline for submission, you can apply for an extension. Please see the [Covid-19 Examination Arrangements](#) section at the start of this document for further advice.

You may upload your thesis to GRAD at any time in the day on or before your thesis submission deadline, but please bear in mind that it is likely that Graduate School and Doctoral College Operations staff will only be available to support and assist you during normal office hours. If other difficulties arise you must talk to your Graduate School as soon as possible for advice.

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

4.2 Process for submission

In response to the Covid-19 pandemic we have moved to online thesis submission. Theses should be submitted via GRAD as a PDF. The University recognises that in some cases your research plans may have to change from what was originally intended and you are invited to submit a Covid-19 impact statement alongside your thesis. Please use the template provided. **Please refer to the [Covid-19](#) section at the start of this document for further advice.**

You can find a walkthrough of the process in the Guides section of GRAD but in summary:

- From the main GRAD front page select “My project”.
- On the right-hand side of your project page select “Thesis examination”. This opens two workflows:

(a) Examination Entry:

- See earlier in this document for advice

(b) Thesis Submission:

- Select the Thesis Submission Workflow
- Select Submit Thesis
- Upload your thesis, any publications, and any Covid-19 impact statement. Save and continue
- Confirm the thesis submission and academic integrity statements. Save and continue
- Confirm you want to submit your thesis
- The process is now complete – you will receive a confirmation email.

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

4.3 Dispatch of your thesis to your Examiners

Your thesis will be made available to your Examiners normally within 10 working days of submission (if your examination entry arrangements have been approved by the Examinations Group). An email will be sent from GRAD to your University email to confirm that your thesis has been sent out to your examiners and will include advice about the next stages in the process. If DCO has only recently received your examination entry arrangements (or this has not yet been submitted to DCO) there will be a delay in sending your thesis for examination. You can track the progress of your thesis submission in GRAD via the status box on the thesis examination tab in GRAD. Email notifications will be sent from GRAD at various stages in the process. These will be sent to your University IT email account only. **You must** check this account regularly.

4.4 Under examination registration status

PGRs who have submitted their thesis are classed as registered whilst under examination for up to 6 months whilst awaiting oral examination. There is no charge for this. This will ensure that you are able to make use of facilities whilst preparing for your viva and for a short period after examination when you may be required to make minor corrections to your thesis. It will also assist with preparation of papers for publication. If there is a delay in your examination which means you need access for longer than 6 months please contact DCO.¹⁴ During this period, PGRs are not classed as either full/part-time or overtime and will not therefore qualify for Council Tax exemption. Further advice is available in from the Student Advice Centre of Leeds University Union (LUU).

¹⁴rp_examinations@adm.leeds.ac.uk

5. The Oral Examination

Please also refer to the [Covid-19 Examination Arrangements](#) section at the start of this document for further advice. Arrangements have been made for it to be possible for you to complete your viva via video streaming.

5.1 The oral examination

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

The examination must be conducted in English¹⁵. The University does not have specific regulations regarding the length of the oral examination or what should be discussed except that the thesis should be discussed with you¹⁶. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied; e.g. for a Doctoral degrees evidence of originality and independent critical ability is required and, where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met. Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

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

5.2 Preparing for your oral examination

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

5.3 Arrangements for your oral examination

Once the examiners have received your thesis, they are asked to accept a timescale of 3 months in which to complete the oral examination. Detailed arrangements for the oral examination, are

¹⁵With the exception of research degrees in the modern languages, where, in certain circumstances the viva might, with the agreement of the examiners, be conducted in a [language other than English](#)

¹⁶The University does provide all examiners with good practice advice on the conduct of the oral examination and you may find it helpful to consult this [advice](#) when preparing for your viva.

made by the Internal Examiner. The Examiners are expected to take account of known religious observances when arranging the oral examination. DCO does not make these arrangements.

5.4 Timescales for the examination

The examination can take some time. **You should plan for a period of around 6 months from the date of submission.** Your thesis will be sent to your Examiners normally within 10 working days of submission, providing that your thesis meets the University's requirements and your examination entry workflow has been approved by the Examinations Group¹⁷. Once the examiners have received your thesis, they are asked to accept a timescale of 3 months in which to complete the oral examination. If you are successful in the examination, there could be a further period after this when you will be required to undertake minor corrections to the thesis (up to 12 weeks).

5.5 Attendance for the oral examination

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

Arrangements have been made for it to be possible for you to complete your viva via video streaming. Please refer to the [Covid-19](#) Examination Arrangements section at the start of this document for further advice.

It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners (6 months in the case of MD candidates. 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 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 PGR 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 (15 months in the case of MD). However, if you would prefer to postpone a video-streamed viva until a face to face examination can be arranged please talk to your Graduate School¹⁸.

¹⁷If DCO has only recently received your exam entry form (or your form has not yet been received) there will be a delay in sending your thesis out which may delay arrangements for your viva.

¹⁸ Please also refer to the [Covid-19](#) guidance at the start of this document for further advice

5.6 Attendance of your Supervisor at the viva

You may invite one of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the examination and takes no part in the academic judgement and the decision-making process. They must leave after the examination (along with you) so the examiners can discuss their recommendation. Those present at the examination will be the PGR, the external examiner(s), the internal examiner(s), the independent chair (if appointed) and one of the supervisors (as an observer if it is decided that they should be present).

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

5.7 Attendance of an independent chair

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

5.8 'Mitigating circumstances' for PGRs

Please also refer to the [Covid-19](#) Examination Arrangements section at the start of this document for further advice.

For postgraduate researchers, the Graduate Board accommodates 'mitigating circumstances' by considering a period of suspension or extension of study which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination¹⁹. To be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. Any mitigating circumstances which may have affected the PGR during their period of study should not be taken into account as part of the assessment of the thesis and should never lead the examiners to award a research degree where the work is not felt to be of the appropriate standard. However such factors might be taken into account when determining whether any reasonable adjustments to the examination process should be considered, for example in the case of a disability, or in terms of what support may be needed in order to complete any amendments to the thesis after the examination.

¹⁹ See the full [suspension and extension policy](#)

6. The result of the examination

6 The outcome of the examination

The result of the examination should be given informally to you after the viva²⁰. You will be given one of the following recommendations based on the assessment of the written thesis and the performance in the viva²¹:

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

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

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

6.1 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. You must now upload a copy of your eThesis to White Rose Etheses Online within 1 month of your viva (see section 8 of this Guide). You can find advice on how to upload your eThesis on the [Library website](#).

6.2 Award subject to editorial and presentational corrections

An award subject to editorial and presentational corrections means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree

²⁰ This must be within 24 hours of completion of the oral examination

²¹ Mastership by Research and MPhil degrees may be awarded with distinction; this is not possible with other research degrees. However, where examiners identify doctoral candidates who have submitted an [excellent thesis](#) a recommendation can be made by the examiners for a letter recognising this outstanding achievement from the Dean of the Leeds Doctoral College.

but is found to contain minor editorial errors (e.g. trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other ‘signpost’ material for the sake of clarity). Your examiners will advise you of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from DCO. Your corrections must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections, you must then upload a copy of your eThesis within 1 month of your internal examiner approving your corrections. Please see section 8 of this Guide for further advice.

6.3 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 DCO. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the viva. Please see section 7 of this Guide. When your internal examiner has approved your corrections, you must then upload a copy of your eThesis within 1 month of your internal examiner approving your corrections. You can find advice on how to upload your eThesis on the [Library website](#). Please see section 8 of this Guide.

6.4 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. 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 for the thesis to reach the standards required for the award of the degree.

The examiners’ report and notes for guidance must be submitted to DCO for scrutiny by Examinations Group. For referred PGRs, the report and notes for guidance do not have to wait for a full meeting of the Group and are considered on a continuous basis between meetings. DCO aim to send you your report and notes for guidance within a period of 6 weeks of receipt of the report and notes for guidance but if for any reason it will not be possible to meet this timescale

you will be kept informed. The examiners' report and their notes for guidance will be issued to you by DCO after approval by the Examinations Group with details of how to resubmit for re-examination. Graduate Schools are not permitted to issue informal notes for guidance and any advice given at the time of the viva or immediately after, is informal.

6.5 MPhil award on a PhD submission

This recommendation applies to those PhDs which do not achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil. The examiners' report will provide reasons why this decision has been reached and this will be sent to you by DCO after approval by the Examinations Group. You may also request a copy of the examiners' preliminary reports. Your internal examiner will advise you of any corrections that are needed to your thesis before MPhil award.

PGRs may appeal against a decision to award MPhil on a PhD submission. The procedure can be found on the [website](#). PGRs may contact the Student Advice Centre of the Leeds University Union where experienced staff are available to provide guidance. If you are considering an appeal, we would strongly encourage you to seek independent advice and support from LUU. There are also a number of other support services available to you – please see the [SES website](#). PGRs on a Student Visa are also advised to take advice from the [Student Visa Advice Team](#).

6.6 No research degree award (Fail)

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

PGRs may appeal against a decision not to award a research degree. The procedure can be found on the [website](#). PGRs may contact the Student Advice Centre of the Leeds University Union where experienced staff are available to provide guidance. If you are considering an appeal, we would strongly encourage you to seek independent advice and support from LUU. There are also a number of other support services available to you - please see the [SES website](#). PGRs on a Student Visa are also advised to take advice from the [Student Visa Advice Team](#).

6.7 Graduate Board's Examinations Group

After the viva the examiners must produce a joint report which outlines their recommendation. The recommendation of the examiners is subject to confirmation by the Graduate Board's Examinations Group (which meets 7-8 times each year). In some cases, the Group may request further information from your examiners before giving final approval to the report.

7. Completing corrections to your thesis (after successful examination)

7.1 Correcting any presentational and editorial corrections or minor deficiencies

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard such that the criteria for award have been met.

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

You are advised to consult with your Supervisor(s) throughout this process. **The Internal Examiner does not take a supervisory role during the correction period.** They may, however, provide clarification of the corrections required. If you are unclear about any of the minor deficiencies requiring correction you must seek clarification promptly, and at an early point in the correction period. You should consult with your supervisor in the first instance and, if appropriate, your supervisor may contact the Internal Examiner for further clarification²².

7.2 Approval of your corrections by the Internal Examiner

Once the corrections have been completed you must submit these to your internal examiner for checking. The external examiner can be consulted on the corrections if they wish. To assist in the process of checking and approving the corrections it is expected that you will provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer.

Once your internal examiner has approved the corrections they should notify DCO by email to rp_examinations@adm.leeds.ac.uk. At this point you can prepare your final eThesis and upload this to White Rose Etheses Online. You do not need to wait for formal communication from DCO and can arrange for eThesis upload as soon as you have approval from your internal examiner.

²²PGRs working on corrections may still have contact with their supervisor and must continue to attend to the satisfaction of their School

7.3 Extensions to the correction periods

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12-week deadline, please talk to your Graduate School. The University does not prescribe whether a PGR is expected to work full-time on their corrections, or a number of hours per day, as it is acknowledged that at this point in their candidature many PGRs will already have taken up other responsibilities and commitments. The Examinations Group will consider a short extension to the correction deadline if PGRs experience difficulties during the correction period and need extra time because of, for example, illness, work, or family commitments.

Please also refer to the [Covid-19 Examination Arrangements](#) section at the start of this document for further advice. If the current situation means that you are not going to be able to meet the deadline for completing your corrections, you can apply for an extension. You can apply for an extension using the change request workflow in GRAD.

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

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

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

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

8. Submission of the final thesis (after successful examination)

8.1 Final eThesis submission requirements

You must submit your final, corrected thesis for retention in the University Library. You will need to upload your final, corrected thesis to [White Rose eTheses Online](#) (WREO). You can find a step-by-step walk through of the deposit process on the [Library website](#). You will need to create an account and register²³, after which you can enter details about your thesis, including whether an embargo is needed, and upload your eThesis.

8.2 When to upload your eThesis

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

8.3 What file format to upload as your eThesis

One complete PDF eThesis file MUST be supplied in all cases as follows:

- This must be a single PDF file of the final, corrected thesis approved by your internal examiner for the award of your degree (including all appendices).
- On opening the file, the first page accessed should be the title page of the thesis.
- The eThesis should be given a standard filename: Surname & initials, school, degree, year of submission, for example: Smith_ABC_Chemistry_PhD_2021.PDF. The filename will be visible to anyone accessing your eThesis. For this reason, it is important that you follow this format and do not include other information (e.g. your student ID number).
- If you are a practice-led researcher you must upload both the written commentary (as a PDF) and any practice material in appropriate electronic files (pdf, jpeg, mp3).

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

8.4 Thesis embargo arrangements

Wherever possible theses should be made 'open access', however in some cases immediate access to a thesis may not be possible and you might need to add a temporary embargo²⁴.

²³ Please use your full legal name as held in the University's registration records, including forename and all middle names. If the name you enter does not correspond with that which appears in University records (and on the pass list) it will be amended in the WREO/Library records to correspond with the pass list.

²⁴ If you were UKRI funded, please refer to their Terms and Conditions for advice on embargo periods.

Access to the full thesis can normally be restricted for one, two, three, or five years²⁵ where:

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

Decisions on whether an embargo is required and how long is appropriate should be taken in consultation with your supervisor(s). Therefore, **before you upload your eThesis you must discuss the retention of thesis arrangements with your supervisor(s)** so you can agree whether to embargo your thesis from immediate publication. This could be particularly important if your research has been carried out as part of a research group and you must therefore discuss these matters with your supervisor(s) before you upload your thesis. Some commercial sponsors may also require that restrictions be placed upon access to the thesis. Publisher policies do vary, and in the case of a publication pending you should check directly whether an embargo is necessary and agree arrangements with your Supervisor.

As part of the eThesis upload process you will be asked to specify any embargo that has been agreed with your supervisor. Email confirmation will be sent to you, your Supervisor and DCO. Your Supervisor is asked to inform DCO if any change is required to the embargo period you selected and may require the embargo period to be increased or reduced. Please ensure that you add the names of your supervisor(s) and their email address(es) so that they receive a copy of the email confirming the upload of the eThesis and the embargo information selected.

It is your responsibility to contact the Library before the end of the embargo period if you wish to change the period of embargo (either to lift this early or to extend the period). You should contact your Supervisor to discuss and agree any change to the embargo period. If agreed, you can then contact the Library to ask for the change to be made.

As part of the eThesis upload process you will also be asked to indicate a Creative Commons Licence for your work. Please consult the [Library website](#) for further advice.

8.5 Deposit of research data and associated materials

You should regularly review your data management plan with your Supervisor. Where applicable, be aware of any data sharing expectations from your research funder. Assess what materials should be kept and either deposit with your Supervisor or School or deposit in a repository, making sure the work is well documented so it can be found and understood. You should agree arrangements with your Supervisor before you leave the University. Information on research data management, including good practice when handling sensitive data, is available on the [Research Data Leeds website](#). You can upload non-examined supplementary files to GRAD when you submit your thesis for examination²⁶ ([see section 3.11](#)). In addition, you may produce valuable

²⁵In the case of a patent pending or in other exceptional circumstances it may be possible to embargo your thesis for longer. If you think this might be necessary, you should consult with your Supervisor. A case must be made by your DoPGRS to DCO. All requests will be considered by the Examinations Group.

²⁶ and White Rose Etheses Online, if agreed appropriate - [see section 3.11](#)

research materials or datasets you want to share with other researchers outside the University. This material can be deposited in the Research Data Leeds online repository, or a similar trusted repository service. Advice and support are available from the Library's Research Data team. Contact them **well before** you submit your thesis: researchdataenquiries@leeds.ac.uk.

8.6 Confirmation of eThesis upload and eThesis availability

Once the upload process has been completed you will receive confirmation via email. This will also be sent to your supervisor and DCO. Your Supervisor may, if necessary, contact DCO to amend the embargo period which has been applied. The uploaded file will not go live until after your degree has been awarded and your name has appeared on a pass list. However, if you have placed an embargo on access to your thesis then the eThesis will not go live until after the embargo has expired. If an embargo is placed on the thesis, certain data will still be visible in the University Library catalogue and in WREO, including your name, thesis title and the abstract of your thesis²⁷. However, the full text of your thesis will not be accessible until after the expiry of the embargo period. If you wish to restrict access to the full abstract during the embargo period, you may also provide a revised abstract to be made available during this period. After the embargo period the eThesis²⁸ will automatically be released and will be available for access.

8.7 Preparing a redacted eThesis (if required)

Please consult the [Library website](#) for advice on using copyrighted material in your thesis and publishing material from your thesis. You can also contact copyright@leeds.ac.uk. You are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of your thesis. If you have not been able to obtain the permission of the copyright holder²⁹, you will need to prepare two versions of your eThesis as follows:

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

²⁷In exceptional cases, it may be necessary to hide all details about a thesis from public view, including your name, thesis title and abstract. If you think this might be necessary, you should consult with your Supervisor before you upload your eThesis so that the matter can be raised with your DoPGRS. A case must be made by your DoPGRS to be considered by the Examinations Group.

²⁸ And any hard-bound copy submitted pre-March 2020

²⁹ E.g. where no response is received or because it would be too expensive

9. Award of your degree and graduation

9.1 Award of a research degree

Your research degree can be awarded, and your name included on a pass list once **all** the following conditions have been met:

- Your examiners' report has been approved by the Examinations Group.
- DCO has received confirmation that the internal examiner is satisfied with any corrections
- You have deposited the full text version of your eThesis in WREO³⁰
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

In accordance with the decision of the Graduate Board no exceptions will be permitted and staff in DCO have no discretion in these matters. Please remember to return any Library books and check with your Graduate School about any leavers' protocol which you may need to follow.

9.2 Pass List

Pass Lists are produced regularly throughout the year. You will receive an email (to your University email) confirming your degree has been awarded. After the date of the Examinations Group meeting you can track progress towards award in GRAD via the 'award checklist' which will be updated to confirm the pass list has been produced and your research degree awarded.

9.3 Graduation

Further information about graduation and certificates can be found on the [SES website](#).

9.4 Degree Certificate

The University provides one original copy only of the degree certificate. A Diploma Supplement is also issued. The date of award which appears on the final degree certificate and the Diploma Supplement is the date of the Graduate Board's Examinations Group meeting at which your examiners' report was considered and approved.

9.5 Award statements

If you require evidence of your award you can request a statement. Statements are provided free of charge for the first 3 months after your name has appeared on a pass list. Requests can be made to the thesis examination section (rp_examinations@adm.leeds.ac.uk). After 3 months, statements should be ordered through the University's [Online Store](#) and there is a small charge.

³⁰ If you are a practice-led researcher your eThesis will comprise both the written commentary and the related practice material, and all elements must be deposited before the award of the degree can be confirmed

Doctoral College & Operations

Enquiries: rp_examinations@adm.leeds.ac.uk



UNIVERSITY OF LEEDS

Covid-19 Impact Statement

The University recognises that there will be some situations where progress will have been affected by the Covid-19 pandemic. In some cases, there may have been an impact on the research project to such an extent that adjustments needed to be made to a PGR's individual research plans. This might include changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project. PGRs are invited to upload to GRAD alongside their thesis an impact statement which describes any impact of Covid-19 on their research plans and thesis submission. This document will be shared with the Examiners³¹.

Name of PGR	
Please use the section below to describe any impact of Covid-19 on your research project. Your statement should focus on how your research project was impacted and any changes you had to make as a consequence E.g. changes to the methodology, experimental design, plans for data collection, or refining the scope or the emphasis of the original research project.	
How the Covid-19 pandemic impacted the original research project plans.	
What steps were taken to mitigate against the disruption.	
Any decisions taken to change direction or focus, or re-design the research plans in response to Covid-19	
PGR Signature/Authorisation:	
Supervisor Signature/Authorisation:	
Please save this document as "Impact Statement" and upload this to GRAD alongside your thesis submission for examination. Statements can be accepted after thesis submission (by email to rp_examinations@adm.leeds.ac.uk) but examiners may not be able to take the statement into consideration if they receive it too close to the date of the viva.	

³¹ PGRs are reminded that the statement will be shared with their examiners are strongly encouraged not to include personal or sensitive information in their statement. The statement should instead focus on the impact of the pandemic on their research project and any changes required in response to this