

POSTGRADUATE RESEARCH AND OPERATIONS

### Information and guidance for split-site Model B - Individual applicants of very high quality

**A split-site PhD at the University of Leeds is defined by a PGR spending agreed periods of study in Leeds and other periods of study in a research institute or commercial / industrial organisation.**

**Characteristics**

1. **General entry requirement:** A relevant degree equivalent to a British Bachelor (Honours) 2:1 and a Masters degree. Exceptional cases, where applicants do not have a Masters degree may be brought forward for special consideration by the Split-site Steering Committee.
2. **English language requirement**: International Postgraduate Researchers (PGRs) will normally be required to have achieved at least 6.5 on IELTS (with no component below 6.0) or an equivalent English language qualification. Some Schools may require higher levels of English language.
3. **All applicants are required to submit a clearly planned research project at the application stage**. Schools will be expected to address any relevant ethics issues and to undertake risk assessments where relevant.
4. **Method of study**: Candidates accepted under these arrangements are normally expected to study on a part-time basis with some periods of full-time study in Leeds.
5. **Duration of programme:** 5 year standard period of study with a maximum time limit for submission of the PhD thesis of 7 years.
6. **Requirements for supervision**: Supervisors are appointed at the University of Leeds and a local advisor must also be appointed. The local advisor should normally be employed in a HEI, Research Institute or Commercial or Industrial Organisation with a significant research component or reputation and should be readily available for consultation.

Other individuals may be appropriate for appointment as local advisor and schools should put forward information to support these cases. The local advisor should be familiar with the UK system for the award of research degrees.
7. **Role of the local advisor**

The local advisor would normally be expected to be based in the institution/organisation where the candidate will be conducting research in (or in an appropriate organisation close by) and should be readily available for consultation.

The local advisor is NOT required to meet the University criteria as a supervisor and as such is not responsible for providing the same level of advice and guidance as the appointed Leeds supervisor(s). The appointed Leeds supervisor(s) is expected to provide supervisory support in accordance with usual practice. i.e. conduct at least 5 formal supervisory meetings a year, although these do not need to be face-to-face.  However, whatever medium of communication is used detailed minutes should be kept.

The candidate should not be disadvantaged by the split-site arrangements so it is important that the local advisor can help the candidate access appropriate facilities and resources and provide advice on ad hoc and day-to-day issues.  An advisor is just that, an advisor not a supervisor.

1. **Visit by Supervisor(s):**The Leeds supervisor(s) are normally expected to visit the PGR at their place of part-time study at least once during the course of the candidature and the costs of this visit should be included within the fee charged*.*
2. **Attendance requirements:** The candidate is normally required to be in full-time residence in Leeds for at least 8 months over the course of the programme. At least 2 months must be spent in Leeds in Year 1 so that appropriate training can take place (and to resolve any relevant ethical approval processes, which may not have been dealt with at the admissions stage. The student must also be present in Leeds during year 2 for assessment for transfer to full PhD registration and then at a later stage for the examination of the thesis. Appropriate research and generic training will also take place during the first twelve months. A training plan should be agreed in the first month and training take place at the University of Leeds during the course of the candidature. The candidate must also be present in Leeds for the transfer assessment and then at a later stage for the examination of the thesis. This equally applies to a second (or repeat) transfer assessment or viva, should one be needed.
3. **Academic fees:** The rates charged by the University are Year 1, 75% of the standard University full-time fee, Years 2-5, 50% of the standard University full-time fee. Fees are chargeable at either the UK/EU rate or the international rate, as appropriate to the relevant fee status of the candidate.

**Year 1: 75% of the standard University full-time fee**

**Years 2 - 5: 50% of the standard University full-time** **fee.**

Faculties/Schools may reduce the level of fees directly chargeable to individual PGRs, provided that the Faculty/School meets the residual University fees by completing a Form 21 and returning it to the Accounts Receivable Office. If Faculties/Schools require an additional bench fee to cover specific research expenses this should be clearly indicated on the Recommendation Form

1. **Resources:** The applicant must have a statement of support from their employer (if in employment) which provides evidence that relevant resources and facilities are in place for the research. This information must be provided on the Form for Employers, as part of the split-site Model B recommendation form. The Steering Committee must be satisfied that the applicant has access to appropriate facilities for the conduct of the research.

Once all the required information is provided the application will be considered by the University Steering Committee for Split-site PhD programmes. Please ensure that the attached forms are fully completed and returned to PGR & Operations together with the application form and other documents relating to the applicant.

1. **Progress monitoring during the candidature:** Within the first 9 months of study PGRs should complete (with their supervisor) the First Formal Progress Report (FFPR). The candidate and the supervisor(s) are required to keep records of their supervision meetings through the University Graduate Record of Achievement and Development GRAD <https://research.leeds.ac.uk> It is the normal expectation that the transfer assessment will be completed by the end of Year 2. Upon successful completion of transfer PGRs will be required to undergo an Annual Progress Review (APR).
2. Where a number of PGRs are accepted under Split Site Model C from an academic institution, the partners will be academic institutions which engage in research activity.