Graduate Board
Examinations Group

Inclusion of a CD of supplementary material within a thesis submission for examination

Advice to candidates

You may include a CD of supporting supplementary material within 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. A Supplementary CD should not be used for material that is essential reading for the examiner in order for them to reach a considered evaluation of the work.

Where it is necessary to include a CD containing supplementary data/information alongside the printed thesis you will need to indicate this at the time of entry for examination by submitting this form. The form should be countersigned by your Supervisor and PGRT.

In such cases, you will be required to confirm that there is no requirement for the examiners to refer to the CD, although they may do so if they wish, and the thesis will stand alone and be intelligible and examinable without the CD.

Please note, where a CD does not meet the criteria listed above a written case for its inclusion must be made, prior to submission of the thesis, for consideration by the Chair of the Examinations Group. This must clearly state the nature of the contents of the CD and the reasons for its inclusion.

Inclusion of a supplementary CD with the final thesis for the Library (after the viva)

When it comes to the final, hard bound version of your thesis (after successful examination) you should consider whether this supplementary material also needs to be held with the thesis in the Library or whether it was only provided for the benefit of the examiners.

If the supplementary material is to be included in the final thesis in the Library please note the following steps:

For the hard bound thesis: Please include the supplementary material in a pocket in the back of your thesis. Please label this clearly with your name, student ID and “supplementary material”.

For the eThesis (if required): Please upload the supplementary material alongside your PDF eThesis. Please indicate as part of the upload process whether you want the supplementary material files to be made available online or whether they should be hidden from public view.
Inclusion of a CD of supplementary data/material with a thesis submission
Postgraduate Research & Operations
Enquiries: Thesis Examination Section: 0113 343 4003 or rp_examinations@leeds.ac.uk

This form should be completed and returned to Postgraduate Research and Operations alongside the examination entry form a minimum of 3 months prior to submission of the thesis.

To be completed by the candidate & signed by the supervisor and PGRT

A copy of the completed form will be included with the thesis sent to the Examiners. A copy of the CD must be included in each copy of the thesis submitted for examination.

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<thead>
<tr>
<th>Candidate Name:</th>
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<tbody>
<tr>
<td>ID Number</td>
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<td>School</td>
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<th>Contents of CD</th>
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<td>Format of CD &amp; any special requirements</td>
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<td>Reasons for inclusion of CD</td>
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I confirm the following in relation to the CD listed above:

- The thesis stands alone and is intelligible and examinable without the CD
- A copy of the CD will be brought to the viva by the candidate for the examiners to refer to if they wish.
- The CD will be stored with the thesis post-examination in the Library. Please select one option: YES | NO

SIGNATURES

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<thead>
<tr>
<th>Candidate</th>
<th>Supervisor</th>
<th>PGRT or (or Head of School)</th>
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