Arrangements for part-time research degree study at Leeds by members of Leeds University staff

Admissions: Members of University Staff may apply to be accepted as candidates for research degrees on a part-time basis only\(^1\), subject to satisfying the entry requirements. The periods of study for part-time attendance are given in the Research Student Handbook: http://www.leeds.ac.uk/rsa/handbooks.html.

Registration: Members of staff must register at the start of their studies and on the anniversary of the commencement date thereafter. The parent School will notify staff as to when they can register via the on-line registration system which can be accessed from www.portal.leeds.ac.uk. Further information on registration procedures and how to obtain a student ID card can be found at http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html

Arrangements for transfer, completion, alterations to periods of study and submission: Arrangements for members of staff are the same as for other part-time students. Please see the Research Student Handbook.

Fees

A Procedure for staff commencing research degree study from 01/09/2007 onwards

For those members of staff commencing part-time research degree study from 01 September 2007 the following policy will apply:

Eligibility: The University recognises the importance of identifying development needs of members of staff through the Staff Review and Development Scheme, both to enhance knowledge and skills needed for their current role and to assist towards agreed career progression.

Whilst a member of staff is employed full or part-time by the University, it will not be possible to undertake a research degree on a full-time basis (with the exception of the Marie Curie Early Stage Training Scheme where special arrangements exist) and only part-time registration will be possible.

Payment of Fees: Where a School agrees, as part of the Staff Review discussions and consideration of any strategic priorities, that an internal research degree is an appropriate form of staff development, the academic fees will be met by the School/Faculty/Department. Part-time staff will now benefit from full fee remission in the same way as full-time staff. Staff on a fixed term contract must be in University employment for at least 6 months of any year for which they are applying to study in order to benefit from the payment of fees by the School/Faculty/Department. If the contract of employment ends before the end of the standard period of study for the research degree is reached, the individual will be required to register and pay fees for the outstanding period of study. The rate of fees will depend on whether the continued period of study is on a part-time or full-time basis, in accordance with the scale of charges applying at the relevant time.

Method of payment of fees by Schools/Faculties (Form 21): In order to arrange for payment of the academic fees, Schools/Faculties should complete the Form 21 for Notification of

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\(^1\) With the exception of the Marie Curie Early Stage Training Scheme where special arrangements exist.

\(^2\) Please note that research students who are engaged in teaching and paid at an hourly rate are not regarded as members of staff. Such individuals are permitted to undertake up to 250 hours of teaching activities a year (see the Research Student Handbook for further advice).
Postgraduate Awards. This form must indicate that full academic fees are to be covered by the School/Faculty and should include the details of the account from which the fees will be met. The form must be authorised by the Head of School (or authorised representative) and returned to the Student Finance (Fees) Office.

**Examination:** Examination arrangements are given in the Research Student Handbook. Arrangements for members of staff are usually the same as for other part-time students. In addition, two External Examiners must be appointed in those cases where the candidate is a current or former member of staff of the University, employed at Grade 7 or above.

**B Procedure for returning students in receipt fees concessions prior to 01/09/2007**

**Eligibility:** The University will honour any prior commitments to fee waivers or concessions which have already been approved for individuals for research degree study so long as individuals remain members of staff of the University on the approved contract of employment. The Student Finance (Fees) Office will only grant a concession or remission of fees to those students with the appropriate authorisation by Postgraduate Research and Operations.

Please note that if employment ceases before the standard period of study for the research degree is reached, candidates will be required to register and pay fees for the remaining standard period of study. The level of fees charged will be dependent on whether you continue in part-time attendance or if you are required to transfer to full-time attendance. In all cases, a proportion of the Staff Submission Fee (see below) will also be charged when the thesis is submitted for examination.

**Staff Submission Fee:** Whilst staff in the eligible categories above remain employees of the University, academic fees are waived in accordance with the length of their contract. However, a Staff Submission Fee is charged when the thesis is submitted for examination. The fee charged will be dependent on the number of external examiners. For 2013/14 the details are as follows:

- Staff submission fee for 1 external examiner: £630
- Staff submission fee for 2 external examiners: £923

**Examination:** Examination arrangements are given in the Research Student Handbook. Arrangements for members of staff are the same as for other part-time students. In addition, two External Examiners must be appointed in those cases where the candidate is a current or former member of staff of the University, employed at Grade 7 or above.

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3 Candidates appointed to a University Grade 7 position after completion of the standard period of study for the degree on which they are registered will normally require only one external examiner. Exceptions also may apply in the School of Medicine. If a medically qualified candidate is a former or current member of staff of the University and is (or was) of the status of Research Fellow or Tutor, only one external examiner will normally be appointed. Where a medically qualified candidate is a former or current member of staff of the University and is (or was) of the status of Lecturer or above, two external examiners must be appointed.