Additional information for examiners appointed to report on applications for the Doctor of Philosophy component of
the Integrated degrees of Doctor of Philosophy and Master (MA/MSc/LLM)
2017-18
Examination for the PhD component of the integrated degree

Examiners are specifically asked to bear in mind that the thesis submitted for examination for the degree of PhD represents part of the requirements for the Integrated degree of PhD and Master (and the Postgraduate Researcher (PGR) will have already completed the requirements for the award of the degree of Master). Separate information about the structure of the Integrated degree of PhD and Master and the thesis component of the degree is provided in this document. The Examiners’ Report Form provides details of the taught modules undertaken by the particular PGR in pursuit of the Masters qualification. Examiners are specifically asked to bear in mind that the thesis submitted for examination for the degree of PhD represents research that may reasonably be expected of a capable and diligent PGR after three years of full-time study, bearing in mind that there is the possibility of one further year for completing the writing1; for part-time PGRs the relevant period of research is five years with the possibility of a further two years for completing the writing.

Regulations for the award of the Integrated degree of PhD and Master

The Ordinances, Regulations and Programmes of Study for Research Degrees2 detail the formal regulations and requirements for all of the University’s research degrees.

To qualify for the award of the Integrated degrees of Doctor of Philosophy and the relevant degree of Master the candidate must complete the requirements of the prescribed programme of advanced study, training and supervised research as approved by the relevant committee, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, and
(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

Regulations for the award of MPhil

Examiners are permitted to recommend the award of the degree of Master of Philosophy to candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil.

To qualify for the award of the degree of Master of Philosophy, each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains an independent contribution to knowledge and scholarship and material at a level suitable for publication through:

(a) presenting a thesis or alternative form of thesis as prescribed under regulation 36 on the subject of his/her advanced study and research, and
(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

1 There are some PhD degrees programmes where candidates register for periods of up to 4 years full-time study. This will be indicated on the Examiners’ Report Form.
2 Ordinance X (Research Degrees) http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances
In cases where the degree of MPhil is awarded the candidate will be awarded two separate degrees – the degree of Master and the degree of MPhil. The award of the degree of MPhil will be made in accordance with the University’s Ordinance and Regulations for the MPhil award and will not bear the title of studies of the overall integrated programme.

**Types of Recommendation**

Examiners are asked to submit one of the following recommendations:

- **a)** that the degree of PhD be awarded
- **b)** that the degree of PhD be awarded subject to editorial and presentational corrections
- **c)** that the degree of PhD be awarded subject to the correction of minor deficiencies
- **d)** that the application be referred for resubmission for the degree of PhD
- **e)** that the degree of MPhil be awarded
- **f)** that the degree of MPhil be awarded subject to editorial and presentational corrections
- **g)** that the degree of MPhil be awarded subject to the correction of minor deficiencies
- **h)** that the application be referred for resubmission for the degree of MPhil
- **i)** that no research degree be awarded
Learning outcomes

The University’s ‘generic’ learning outcomes/level indicators for its different academic awards have been developed in the expectation that the learning outcomes will be achieved irrespective of the manner and location of the research and/or delivery of the programme followed by the students concerned. These general statements will be subject to continuous review by the Graduate Board.

Achievement is assessed by the examination of the thesis and performance under oral examination. However, examiners will not be expected to monitor/assess all the Learning Outcomes at the time of the viva. The main emphasis of the viva will be upon the research achievement and it may be difficult at that stage to assess expertise in ‘generic and subject/professional skills’. Instead, an ongoing process of monitoring and evaluation should be recorded within the Faculty/School (in the University’s system for maintaining a record of the research degree candidature). Within one month of the commencement of study the University requires a training needs analysis to be conducted, and a training plan to be agreed between the PGR and the Supervisor(s). The PGR’s progress against the training plan is then reviewed regularly. Examiners may ask that the School make available these records at the viva to enable them to audit the arrangements that have been made. This will typically include the training plan, training record and any relevant extracts from the progress reports where progress with the agreed training plan is reviewed. Examiners are not required to comment on achievement against the learning outcomes as part of their report form, although comments are invited.

For PGRs commencing study before 01 September 2011 the University learning outcomes reflected the then RCUK Joint Statement of Skills for postgraduate research students (JSS). The JSS was subsequently superseded by the Researcher Development Framework (RDF)3. The RDF incorporates the content of the JSS but also expands the statement to cover researcher skills and attributes from postgraduate researcher through to senior academic. The introduction of the RDF led to some minor modification of the University learning outcomes. Reflecting that there are still pre-2011 candidates registered at the University both pre and post 2011 learning outcomes are included here. Although the learning outcomes are ostensibly the same, examiners should refer to the learning outcomes appropriate for the registration date of the PGR.

For candidates commencing study before 01 September 2011: The learning outcomes for the degree of PhD are published as appendices to this booklet. The award of the Masters component is achieved at the end of Year 2 of study and “banked” at that stage. The learning outcomes for the award of the Masters component are available on request from PGR & Operations (rp_examinations@adm.leeds.ac.uk).

For candidates commencing study from 01 September 2011 onwards: The learning outcomes for the degree of PhD and Master, are described in the additional information for the specific Integrated degree programme, published at: http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances. These can also be requested from PGR & Operations (rp_examinations@adm.leeds.ac.uk).

3 http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html
For candidates commencing study before 01 September 2011

Learning Outcomes / Transferable Key Skills / Learning Context / Assessment for PhD

LEARNING OUTCOMES: Doctoral Programmes (PhD)
On completion of the research programme students should have shown evidence of being able:

- to discover, interpret and communicate new knowledge through original research and/or scholarship of publishable quality which satisfies peer review;
- to present and defend research outcomes which extend the forefront of a discipline or relevant area of professional/clinical practice;
- to demonstrate systematic and extensive knowledge of the subject area and expertise in generic and subject/professional skills;
- to take a proactive and self-reflective role in working and to develop professional relationships with others where appropriate;
- to independently and proactively formulate ideas and hypotheses and to design, develop, implement and execute plans by which to evaluate these;
- to critically and creatively evaluate current issues, research and advanced scholarship in the discipline.

TRANSFERABLE (KEY) SKILLS: Doctoral Programmes (PhD)
Students will have had the opportunity to acquire the following abilities through the research training and research specified for the programme:

- the skills necessary for a career as a researcher and/or for employment in a senior and leading capacity in a relevant area of professional/clinical practice or industry;
- evaluating their own achievement and that of others;
- self-direction and effective decision making in complex and unpredictable situations;
- independent learning and the ability to work in a way which ensures continuing professional development;

LEARNING CONTEXT: Doctoral Programmes (PhD)
For Doctoral degrees the learning context will include the critical analysis of, and decision making in, complex and unpredictable professional and/or clinical situations. The structure of the programme will provide research and/or professional training, breadth and depth of study and opportunities for drawing upon appropriate resources and techniques. In the case of some of the Professional Doctorates this may include clinical skills development. Opportunities will be provided for students to:

- develop to a high level interests and informed opinions
- develop to a high level their design and management of their learning activities
- develop to a high level their communication of their conclusions;
- make an original contribution to the field

Students will be expected to engage in the exercise of autonomous initiative in their study and work in professional environments.

ASSESSMENT: Doctoral Programmes (PhD)
Achievement will be assessed by the examination of the candidate’s thesis and performance under oral examination. In the case of the Professional Doctorates this will also include the assessment of achievement by a variety of methods in accordance with the learning outcomes of any taught modules specified for the programme. Assessment will involve the achievement of the candidate in:

- evidencing an ability to conduct original and independent broad and in-depth enquiry within the discipline or within different aspects of the area of professional/clinical practice normally leading to published work;
- drawing on and/or developing a range of research techniques and methodologies appropriate to enquiries into the discipline/area of professional practice;
• demonstrating independent critical ability in the application of breadth and depth of knowledge to complex issues within the discipline or specialist area of professional/clinical practice;
• drawing on a range of perspectives on the area of study;
• evaluating and criticising received opinion;
• making reasoned and well-informed judgements on complex issues within the specialism whilst understanding the limitations on judgements made in the absence of complete data
• the written style and overall presentation of the thesis
For candidates commencing study before 01 September 2011

Learning Outcomes / Transferable Key Skills / Learning Context / Assessment for MPhil

LEARNING OUTCOMES: MPhil
On completion of the research programme students should have shown evidence of being able:
- to interpret and communicate knowledge through research and/or scholarship of publishable quality which would satisfy peer review;
- to present and defend research outcomes which extend the forefront of a discipline or area of professional/clinical practice;
- to demonstrate a systematic knowledge of the subject area and expertise in generic and subject/professional skills;
- to take a proactive and self-reflective role in working and to develop professional relationships with others where appropriate;
- to formulate ideas and hypotheses proactively and to design, develop, implement and execute plans by which to evaluate these;
- to critically evaluate current issues, research and advanced scholarship in the discipline.

TRANSFERABLE (KEY) SKILLS: MPhil
Students will have had the opportunity to acquire the following abilities through the research training and research specified for the programme
- the skills necessary to undertake research at a higher level, for a future career as a researcher and/or for employment in a higher capacity in industry or area of professional/clinical practice;
- evaluating their own achievement and that of others;
- self-direction and effective decision making in complex and unpredictable situations;
- independent learning and the ability to work in a way which ensures continuing professional development.

LEARNING CONTEXT: MPhil
For MPhil students the learning context will include the critical analysis of, and decision making in, complex and unpredictable situations. The structure of the programme will provide research training, breadth and/or depth of study and opportunities for drawing upon appropriate resources and techniques. Opportunities will be provided for students to develop:
- interests and informed opinions
- their involvement in the design and management of their learning activities
- their communication of their conclusions;
- their ability to undertake critical analysis

Students will be expected to progress to fully autonomous study and work.

ASSESSMENT: MPhil
Achievement will be assessed by the examination of the candidate’s thesis and performance under oral examination and will involve the achievement of the candidate in:
- evidencing an ability to conduct independent broad and/or in-depth enquiry within different aspects of the discipline which leads to the production of material at a level suitable for publication;
- drawing on, and selecting appropriately from, a range of research techniques and methodologies in their enquiries into the discipline;
- demonstrating the ability to apply breadth and/or depth of knowledge to a complex specialist area;
- drawing on a range of perspectives on an area of study;
- evaluating and criticising received opinion;
• making reasoned judgements whilst understanding the limitations on judgements made in the absence of complete data
• the written style and overall presentation of the thesis.
Background to the format and structure of the Integrated degree of PhD and Master

A more detailed guide to the Integrated degrees of PhD and Master at the University of Leeds can be found on the website (please select the "Guide for Arrangements for Supervision and General Advice to Schools"). The aim of the Leeds integrated PhD four-year programme is to provide PhD candidates with the highest quality of coursework and practical experience alongside specialist research study. This approach provides breadth and depth of subject knowledge as well as the opportunity for interdisciplinary study and research experience. The Integrated degrees of PhD and Master are undertaken by a combination of taught specialist modules, training and skills courses and research study. Candidates study a number of specialised subject modules in their first and second years and attend training and skills courses throughout the programme. The University currently offers a number of programmes leading to the Integrated degrees of PhD and Master, as outlined in the Ordinances, Regulations and Programmes of Study for Research Degrees.

PERIOD OF STUDY
The Integrated degree of PhD and Master is normally a 4 year full-time programme of study, except where undertaken under Model B (ii) of the split-site arrangements by a combination of full and part-time study where the standard period of study is 5 years (see the Programme of Study entry for the degree of PhD in the Ordinance and Regulations for further information).

PROGRESS AND MONITORING
Progress is formally reviewed at appropriate stages and, at least annually, candidates are required to undergo a thorough review process, emphasising the different stages in the progress, development and training. Candidates are accepted for study to the registration category of Postgraduate Research. Upon completion of the first year, candidates are required to undergo an assessment for transfer to Provisional PhD status. If successful in transfer to Provisional PhD status, candidates will be required to undergo the formal, rigorous assessment procedure for transfer to full PhD status before the end of the second year of study. The supervisors play a key role throughout the programme in guiding the student through an appropriate pathway of optional course and integrating all the elements of the programme.

EXAMINATION AND ASSESSMENT

(i) Assessment of the Masters component
The relevant subject modules and training and skills modules undertaken during Year one and Year two of study are assessed and examined at the appropriate point in the candidature. Modular results have been formally presented at a taught examination board to determine whether the candidate has satisfied the relevant rules for award of the Masters degree under Ordinance XI (Taught Postgraduate Awards). The degree of Masters is achieved at the end of Year 2 of study and “banked” at that stage. The degree of Master will be formally awarded following examination and assessment of the PhD submission. To qualify for the award of MA/MSc/LLM, candidates must achieve an average of 50% over all 180 credits of which 150 credits must be passed at 50% or more. Candidates are required to pass to the required standard all compulsory courses and modules which form part of their prescribed programme of study.

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4 [http://ses.leeds.ac.uk/infp/21010/programme_and_module_approval/783/integrated_phd-masters_new_programme_approval](http://ses.leeds.ac.uk/infp/21010/programme_and_module_approval/783/integrated_phd-masters_new_programme_approval)
(ii) **Assessment of the PhD component**
Candidates are required to submit a thesis (100,000 words maximum) for examination by no later than the end of the fifth year (or by the end of the sixth year if undertaking study under the split-site arrangements) after entry upon the approved course of study and research. Although it forms only part of the requirements for the award of the Integrated degree of PhD and Master, the PhD submission is of equivalent standard to the traditional PhD thesis and is judged on the same criteria.

9 **Ordinance X (Research Degrees)** [http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances](http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances)