

Checklist of current University of Leeds regulatory requirements (as of 2017-18) as a starting point for comparison with partner institution for Part 5.

As a joint award both institutions will be providing specialist training, facilities and supervision for Postgraduate Researchers registered for the award. There is an expectation that proposals for joint or dual awards should adhere as closely as possible to normal regulatory and quality assurance framework for the University of Leeds, differing only where it is necessary to accommodate academic requirements of the partnership. It is important therefore that the quality assurance arrangements are clearly defined and agreed before postgraduate researchers commence the programme and the details should be set down as part of the approvals process. Any such differences must be made explicit in the approvals process and referred to specifically in the Part 5 proforma.

	University of Leeds	Collaborative Institution
Award Title	For example: PhD Or Integrated degree of PhD and Master Or Professional Doctorate	
Length of study	3 year full time (fees payable) 1 year overtime (an overtime fee which denotes that all research has been completed leaving only the writing up phase prior to submission)	
Admissions criteria Including IELTS	Normally at least a first or second (II i) class Honours degree of Bachelor in an appropriate discipline or equivalent. English Language entry requirements for admission of research students whose first language is not English as required by the Faculty. This normally is an IELTS band score.	
Admissions Process	Written application and interview (in person or via phone or videophone). At least two members of staff are involved in the consideration of each application.	
Registration and proposed attendance arrangements at each institution	PGRs are required to register at the start of their studies. PGRs re-register on the anniversary of their start date. This is subject to satisfactory progress as signed off by the Postgraduate Research Tutor. Registration enables students to receive supervision, register with the Library, and other services. Payment of fees is part of this process.	
Appointment of supervisors	Supervisory team must meet criteria specified by the University and have undertaken appropriate University training. Head of School or his/her delegate is responsible for recommending the appointment of supervisors to the appropriate University committee for approval.	

Supervisory Arrangements	PGRs have a minimum of 10 formal supervision meetings a year. A written record of the meetings must be kept in GRAD.	
Induction & Training	Supervisor conducts a training needs analysis with the PGR and a Training Plan is agreed within one month of commencing study in accordance with the individual needs of PGRs. The Training plan is reviewed annually	
Supervisory Meetings & monitoring progression	Governed by the University Code of Practice. Monitoring takes place at: 6 months in year 1 and annual reviews thereafter The Transfer process	
Ethical Approvals	Ethical aspects of PGR's research proposal discussed as part the research design and management process with the supervisor. Consideration of ethical issues must take place prior to admission. Ethical approval is checked at Transfer and at Examination Entry stage.	
Transfer	All PGRs must undergo a transfer interview and this should take the form of a viva voce examination. The decision is taken by a Transfer Assessment Panel of at least two individuals and include at least one person who has not been involved in the supervision (independent) of the candidature. The Transfer process must have taken place by the end of the first year of full time study (and no later than 12 months after the start of the candidature). The Transfer Panel has access to the following information: PGR's Transfer Report, PGR's Training Plan, Planned schedule for completion of thesis, reports of pgr's progress from the supervisor	
Training for Supervisors / Internal Examiners	Supervisory team must meet criteria specified by the University and have undertaken appropriate University training. Head of School or his/her delegate is responsible for recommending the appointment of supervisors to the appropriate University committee for approval.	
Suspensions & Extensions	PGRs will not normally be granted periods of suspension or extension equivalent to more than 2 calendar years for a full time candidate. A period	

	<p>of suspension of registration is not included in the standard or maximum period of study.</p> <p>Approval is required from the appropriate University committee.</p>	
Progression	<p>A first formal progress meeting must take place by month 6 of the first year.</p> <p>Transfer examination at the end of first year (month 12).</p> <p>Annual Progress Review meeting must take place on or before the anniversary of the start date until submission of the thesis (Model A or Model may be chosen depending on the approved faculty protocol).</p>	
Research Environment	<p>Matters related to the appropriate resources for the conduct of the research (equipment, library collections, computing facilities and software) must be considered prior to the acceptance of the PGR.</p>	
Criteria for Examination of the award	<p>Examiners receive written instructions on the relevant examination procedures together with the criteria which must be met for the award of the degree of PhD.</p> <ul style="list-style-type: none"> - Original research - Independent critical ability - Publishable - Meets the published learning outcomes 	
Composition of examination panel	<p>Eligibility criteria for the appointment of Examiners.</p> <p>Minimum of two examiners appointed for each candidate with at least one Examiner being external to the institution.</p> <p>No member of staff who has been substantially involved in the research may serve as the Internal Examiner.</p> <p>The thesis must be written in English and the examination will include an oral exam conducted in the English language as prescribed in the regulations.</p> <p>If an alternative thesis submission format has been agreed please state this here.</p>	