

Protocol for practice-led research degree candidatures

York St John University (YSJU) (2018/19)

This protocol is applicable to the following Schools/accredited institutions, offering practice-led research programmes:

School of English

School of Media and Communication School of Fine Art, History of Art & Cultural Studies

School of Music

School of Performance & Cultural Industries

School of Design

Leeds Trinity University York St John University

This outlines specific arrangements for PhD and MPhil practice-led PGRs and must be read in conjunction with the University's Code of Practice for Research Degree Candidatures and other regulations associated with the relevant programme of study ([Postgraduate Researcher \(PGR\) policies and procedures](#)).

Note to Readers: This document sets out the University of Leeds' Protocol for practice-led research degree candidatures. Arrangements for the implementation of the Protocol specific to York St John University candidates registered for University of Leeds awards are described in more detail in shaded boxes.

1.	Training
1.1	<p>In addition to any training sessions that are accessible at the University of Leeds, YSJU postgraduate researchers (PGRs) will be provided with access to practice-led research methodology through the following:</p> <ol style="list-style-type: none">1. Engagement with research seminars in the School of Performance & Media Production, School of Humanities, Religion & Philosophy or School of Art, Design & Computer Science <p>The School of Performance & Media Production, School of Humanities, Religion & Philosophy and School of Art, Design & Computer Science organise a wide range of research seminars, including from staff and visiting researchers. Research seminars explore methodological questions and issues, including practice-led research; engagement with epistemologies of knowing; documentation and representation of practice-led research; research into, about and through the arts; ethics and participation in practice-led research; the relationship between theory and practice.</p> <p>The seminar series would also provide opportunities for PhD PGRs to present their own research in progress, both in the form of papers and practice-led workshops.</p> <ol style="list-style-type: none">2. Practice-led blog <p>All practice-led PGRs will be encouraged to actively maintain an on-going practice-led blog. This would overarch the above two activities – in terms of providing a site to record documentation, papers, reading lists etc.</p> <p>The practice-led blog is particularly useful in supporting part-time PGRs.</p>

2	Final Assessment
2.1	<u>Exam Entry Form</u>
	<p>The examination entry form must be completed and returned to Postgraduate Research and Operations at the University of Leeds a minimum of 3 months prior to the date of the first live practice (where Examiners are required to view live practice). Where there is no examined live practice event, then the form must be returned a minimum of 3 months prior to the expected submission date of the thesis.</p>
2.2	<u>Assessment of Live Practice/ Early Appointment of Examiners</u>
	<p>Where it is considered to be part of the final submission, examiners are normally expected to view live practice. <i>However, all practice for assessment must be recorded in an appropriate format as a permanent record (see 2.4 below).</i></p> <p>PGRs should have indicated at transfer stage the intention for live practice to be included in the final assessment and as soon as possible provided details of date, venue and time. As this will need to be negotiated and agreed with potential examiners, it may therefore be necessary to identify and appoint examiners at an early stage.</p> <p>The examination entry form must be submitted to Postgraduate Research and Operations at least 3 months prior to the date of the first live practice. Postgraduate Research & Operations will make the necessary arrangements for the appointment of examiners to be considered by the Graduate Board's Examinations Group. The letter of appointment to examiners will include details of any live practice indicated by the School on the examination entry form which will form part of the submission.</p> <p>Once examiners have been appointed, the School is responsible for ensuring examiners receive detailed information of date, venue and time of any live practice to be assessed. <u>Please note</u> in some instances this may include more than one event, as outlined and agreed at transfer. It is recommended that the School (and PGR) consider examiners availability when arranging live practice.</p> <p>Further guidance on the recording and assessment of live practice is provided in 2.4 and 2.5 below respectively.</p>
2.3	<u>Alternative Submission</u>
	<p>PGRs undertaking practice-led research may be granted permission by the relevant committee to present for examination an alternative form of thesis. Details of alternative submissions are provided in the Ordinances and Regulations and Programmes of Study for Research Degrees under Regulation 23 for PhDs and 34 for MPhils.</p> <hr/> <p><u>The degree of Doctor of Philosophy</u></p> <p>"23. Candidates in certain disciplines may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:</p> <p><i>For practice-led research a body of work demonstrating an original contribution to knowledge and scholarship, which comprises of a substantial body of creative practice* produced by the candidate in pursuit of the degree, displaying critical</i></p>

	<p>understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 15,000-50,000 words.”</p> <p><u>The degree of Master of Philosophy</u></p> <p>“34. Candidates in certain disciplines may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:</p> <p><i>For practice-led research:</i> a body of work demonstrating an independent contribution to knowledge and scholarship, which comprises of a substantial body of creative practice* produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 10,000-30,000 words.”</p> <p><u>Footnote associated with the Regulations</u></p> <p>* Areas of creative practice are currently offered in the following Schools: Schools within the Faculty of Arts, Humanities and Cultures: English, Fine Art, History of Art & Cultural Studies, Media and Communications, Music, Performance & Cultural Industries and Design; and at Leeds Trinity University and York St John University. Requirements for practice-led research degree candidatures are available in the relevant Practice-led Protocol.</p>
2.4	<u>Format Regulations</u>
	<p>All practice for assessment must be recorded in an appropriate format as a permanent record, which complies with archiving requirements set out by the University Library (including any live practice that has been assessed).</p> <p><i>PGRs are reminded that appropriate permissions must be obtained from other people involved in the performance and recording of live practice and that they must comply with the University’s ethical procedures (see note 1) and legal requirements of the Data Protection Act (see note 2).</i></p>
	<p><u>Thesis length</u></p> <p>A minimum word limit of 10,000 for MPhil and 15,000 for PhD and maximum word limit of 30,000 for MPhil and 50,000 for PhD is applicable to all practice-led PhDs across all Schools.</p>
	<p>It should be noted that the maximum limits are not intended to be interpreted as a requirement for the length of the thesis and that in certain disciplines the thesis may be considerably shorter.</p>
	<p>An application must be made to the Graduate Board’s Examinations Group where the thesis is expected to exceed the above limits.</p>
	<u>Format for submission</u>
	<p>Where the final submission comprises of practice for assessment, in addition to the written thesis, all assessed (and associated) documentation must be presented in the following format:</p>

	<p><i>i. <u>Submission of documentation prior to examination</u></i></p>
	<p>Two copies of the following documents must be submitted to Postgraduate Research and Operations prior to examination:</p> <ul style="list-style-type: none"> - The documentation (written submission and all other submitted material) should normally be submitted in a box-file (normally A4, but A3 may be used to ensure that the different elements of the submission are securely housed), with appropriate labelling on the front cover¹; - The written submission, can be soft-bound, and should accord with the "Guide to the thesis examination process" - A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes; - A table of contents should be firmly pasted on the inside of the box lid; - CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents.
	<p><i>ii. <u>Submission of final documentation after successful examination</u></i></p>
	<p>One copy of the following documents must be submitted to Postgraduate Research and Operations after a successful examination (and after amendments where appropriate) along with a completed Thesis Deposit Form:</p> <ul style="list-style-type: none"> - The documentation (written submission and all other submitted material) should normally be housed in a box². The covering shall be in the standard form of dark green cloth and lettering shall be gilt, embossed into the cloth, which will be shelved upright with appropriate lettering on the forward edge³ (equivalent to a spine on a thesis) and on the front cover⁴, in accordance with the "Guide to the thesis examination process;" - Hard-bound written submission, which should accord with the regulations outlined in the "Format of Hard Bound Theses (after successful examination)" section within the Guide to the thesis examination process" - A record of the practice, which has been assessed and associated documentation, should be presented in an appropriate format for archiving purposes; - A table of contents should be firmly pasted on the inside of the box lid; - CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents.
	<p><i>iii. <u>Submission of the Ethesis</u></i></p>
	<ul style="list-style-type: none"> - Doctoral candidates commencing study in or after September 2009 are required to submit their successful thesis for retention by the Library in both hard bound (as outlined in ii above) and electronic form.

¹ In some cases a box file may not be necessary. For example when only DVDs/CDs will accompany the written submission it may be possible to submit these inside a secure pocket at the back of the thesis. Advice should be sought from the Binders.

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³ Initials and surname, School, degree, year of submission

⁴ Thesis title

	An exact replica of all final documentation submitted after a successful examination, must also be provided in appropriate electronic files (for example pdf, jpeg, mp3) as an eThesis. Advice on eThesis preparation and the process for uploading your eThesis to White Rose Etheses Online is published on the Student Education Service website . Advice on copyright and publication is available through the Library website .
	The School/Faculty may also have additional format regulations for alternative submissions, where applicable, these will be outlined in the grey box below.
	The preferred media for submission is CD, DVD or USB. If some of the material the candidate wishes to include in their thesis cannot be stored on one of these digital storage devices they should discuss the options with their supervisor who, if no suitable solution to the problem can be identified, should raise the issue with Postgraduate Research and Operations.
2.5	<u>Advice for examiners</u>
	Practice must be integral within the methodology and dissemination of a practice-led research degree and the final assessment should consider the submission as a whole (practice and written element). In reaching a decision upon the quality of a practice-led submission it is important that examiners do not assess practice and written elements separately.
	<i>Assessment of live practice</i> There must be no formative feedback by examiners prior to the viva; feedback should be given after the final <i>viva-voce</i> examination. Any notes taken at a live practice/performance must not be disclosed and must be retained by the examiner until included in the preliminary report, immediately prior to the final <i>viva-voce</i> examination.
	<i>Guidance for preliminary report</i> As noted above, examiners should consider the submission as a whole. Where live practice is held on the same day as the viva, examiners may wish to add notes to the end of the preliminary report prior to the viva.
	<i>Guidance for referral</i> Current regulations allow examiners at either examination or at a resubmission to ask candidates to pass any tests which they prescribe to demonstrate knowledge. Therefore, for instance, examiners are permitted to ask a candidate to reproduce live performance or a similar task to demonstrate any aspect of practice.
	<u>Please note:</u> The above guidance is set out in the Instructions to Examiners.
3.	Award
	Successful candidates will be awarded PhD or MPhil. Reference to the practice-led nature of the research programme is included in the Diploma Statement and Supplement, which is issued to each successful candidate as an accompaniment to the degree certificate.

Endnotes

1. Guidance on ethical procedures and obtaining consent is available at <https://www.yorks.ac.uk/research/research-ethics--integrity/>

2. See York St John University's Research Data Management Policy:

<https://www.yorks.ac.uk/add/research/documents-policies-and-forms/>

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