

STUDENT EDUCATION SERVICE

DOCTORAL COLLEGE Postgraduate Research Programmes

### New Programme Specification for a Research Award

**Following consideration by the relevant Faculty Graduate School Committee the proposal will be forwarded to the Postgraduate Research Programmes and Quality Group for approval.**

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| --- | --- |
| **Award Title:** | **Eg. Doctor of Philosophy** |
| **School Responsible for the Award:** |  |
| **Academic Contact for this award:** |  |
| **Mode of Attendance:** (full time/ part time) |  |
| **Number of PGRs each year:** |  |
| **If more than one school in the University is involved in this arrangement indicate the additional schools** (if applicable) |  |
| **Duration of the Programme (this does not include overtime year)**  **Ie Standard period of study 3 years or**  **standard period of study 4 years** (Provide a rationale if the proposed candidature exceeds the standard period of full time study (36 months)) |  |
| **Does this programme have a maximum time limit (i.e. an overtime year)?**  **If \*No, provide details** | Yes / No\* |
| **Proposed year of introduction:** |  |
| **Admission to the Full Time programme will be in:**  (State month- note: module start dates of September) |  |
| **Indicate if there are specific funding arrangements for this award:**  **(i.e. Horizon 2020; Research Council etc.)** |  |
| **Proposed Fee for this programme:**  (e.g. Arts, Science, Combined, Clinical, Other etc. .This will be confirmed by the PGR Pricing Group) |  |
| **Professional or Statutory Body involvement:** (indicate if this is to be acquired) |  |
| **Rationale for Development of the Programme including the Marketing and Financial (Business) Case to support this.** (Contact Faculty Marketing / Finance for more information) |  |

**Admission Requirements**

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| **Criteria for Admission**  **Academic Qualifications (ie Masters degree or 2i minimum for an undergraduate degree)** |  |
| **English Language requirements**  (eg. IELTS) please indicate if proposing higher than the University’s standard entry requirements. |  |

**Details of the Award**

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| --- | --- | --- |
| **Proposed location of study**  If more than one organisation is involved note these here indicate the primary location for the duration of the candidature. |  | |
| If this programme includes any taught content /modules to be delivered at another institution please indicate here |  | |
| **Will this award include a placement?**  (Indicate if this is an industrial placement, internship, attending another university. Indicate how long the placement will last and when this will take place) |  | |
| **HECoS Code(s)**  **Please select up to 5 HECoS codes (subject area definitions) which best represent the programme.** | **HECoS Code(s)** | **% Split** |
| **1.** |  |
| **2.** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| If the award is delivered in **more than one location** complete the remaining questions in this section | | |
| **Rationale for this proposed arrangement**  (brief outline if linked to an external research bid) |  | |
| **Information on any External Supervision that will contribute to the supervisory team**  (research and PhD supervisory experience) |  | |
| **Resources at the host organisation available to the candidate to support their research** |  | |

**Outline of the programme structure**

(Please set out the distinctive features of the programme in each year: that is Subject Specific Training, Generic & Transferable Skills training, taught modules, placements or internships)

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| **Learning Outcomes for the award**  **If this is a PhD award it is expected that these will be the same as for the existing PhD. If not or for any other award please specify here.** |  |

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| **Programme structure:** |  |
| **Year 1 (outline)** |  |
| **Year 2 (outline)** |  |
| **Year 3 (outline)** |  |
| **Year 4 (outline)** |  |

The arrangements for the supervision of postgraduate research students are outlined in the [University’s Code of Practice](http://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/674/research_degree_candidatures_code_of_practice). It is a requirement that the arrangements made for all candidates will follow these requirements in full, irrespective of location.

Use the following to provide an overview of the facilities, research environment and the support arrangements that will be in place. Outline how the arrangements for this award will be fulfilled:

|  |  |
| --- | --- |
| **The Research Project** |  |
| **Indicate if Supervisory Teams will be drawn from more than one faculty (for interdisciplinary projects)** |  |
| ***Induction*** to PhD study (outline when, where and how this will be delivered) |  |
| Indicate whenthe ***Training Plan*** will be agreed if this is not to be within the first month of the candidature. |  |
| Howwill ***Research Training*** be determined and delivered |  |
| **Ethical Approval**  (indicate when this will be addressed) |  |
| **Data Management Plan**  *(please confirm when this will be reviewed)* |  |
| **Arrangements for Supervision**  *(PGRs will received a minimum of 10 supervisory meetings each year – to be recorded in the GRAD. When the candidate is not at Leeds ie on placement, please outline how the supervisory meetings will take place: Skype; email; telephone and the process for arranging these)* |  |
| **Monitoring Progress**  *Please confirm the months when progression milestones will take place for this award :*  *i.e.*  *3 year PhD:*  *FFPR at 6 months and Transfer by month 12*    *4 year PhD:*  *FFPR at 18 months and Transfer by month 24* | **First Formal Progress** |
| **Transfer** |
| **Annual Progress Monitoring**  **Year 2** |
| **Annual Progress Monitoring**  **Year 3** |
|  |
| **Examination**  *It is expected that the length of thesis and all examination arrangements will fall within the standard University arrangements.*  *If this is not the case use this box to indicate how and where these might differ.* | <http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for_staff.html> |
| Indicate if there any additional arrangements that are specific to this particular award |  |
| Dissemination of results of research |  |

**Chair of Faculty Graduate School Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctoral College**

**August 2019**

**Version 6**

### Collaborative Programme Annex :

### ONLY complete this section if this is a New Collaborative Doctoral Programme

**Outline of the programme structure:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location of PGR for each year of the Candidature** | **Year 1** | **Year 2** | | **Year 3** | **Year 4** |
|  |  | |  |  |
| **Language of the Programme**  Supervisory meetings; Supervisory records: Transfer; Final Thesis: Viva;Thesis Abstract  (The expectation is that this will be English, please indicate if this is not the case as this has to be approved by the relevant Group of Graduate Board.) | | |  | | |

**Please outline the arrangements for this collaborative award:**

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| **Arrangements for Registration** | |  | |
| **Agreeing the Research Projects**  *(timing of these in respect to Admissions)* | |  | |
| ***Induction***  Outline when, where and how this will be delivered | |  | |
| ***Training Plan***  *Please indicate when this**will be agreed* | |  | |
| ***Research Training***  *Please indicate where this takes place* | |  | |
| **Supervisory Meetings**  As a collaborative programme please indicate how the 10 meetings will be delivered and also indicate the number of supervisions that will include the full supervisory team. | |  | |
| **Monitoring Progression**  It is expected that this will follow the standard Leeds arrangementsIf this is not the case then set this out here or append as an Annex to the programme specification. |  | **Location** | **Process** |
| **First Formal Progress Report (FFPR)** |  |  |
| **Transfer** |  |  |
| **Annual Progress Review (APR)** |  |  |
| **Examination**  Please confirm:   1. The location for the Viva 2. The examination process.   It is expected that the length of thesis and all examination arrangements will fall within the standard University arrangements. If arrangements differ from the standard approach these **must be considered by the Exams Group prior to submission for programme approval**.  Please append the alternative agreed arrangements as an annex to this programme specificationas approved by the Exams Group.  <http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for_staff.html>  (for example. PhD written thesis (100, 000 word limit; oral examination in English with an internal examiner (independent academic) and an external examiner (expert academic from another University). The thesis to be written in English. | | **Location** | **Process** |
|  |  |

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***APPROVAL:* Postgraduate Research Programmes and Quality Group Date:** \_\_\_\_\_\_\_

***APPROVAL*: GRADUATE BOARD Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctoral College Programmes only**

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| --- | --- | --- |
|  | 3 | notes |
| PGR Pricing and Scholarships Group |  |  |
| New Title to be approved by Graduate Board |  |  |
| Added to Ords and Regs |  |  |
| Added to Regulations Programmes web page |  |  |
| Student Records/Admissions |  |  |
| HECOS codes |  |  |

**Doctoral College**

**August 2019**

**Version 4**

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