



Doctoral College Programmes

Information and guidance for split-site Model A - involving a strategic partnership with a commercial/industrial organisation or an international academic or research institution

A split-site PhD at the University of Leeds is defined by a PGR spending agreed periods of study in Leeds and other periods of study in a research institute or commercial / industrial organisation.

The University's split-site PhD Model A provides opportunities for collaboration in research projects and the supervision of Postgraduate Researchers (PGRs) between experienced research degree supervisors at Leeds and similar experienced researchers at high quality commercial/industrial organisations with a research component and reputation.

These organisations may be in the UK, EU or other areas of the world. Successful completion of the degree programme will result in **the award of the degree of PhD from the University of Leeds**. When considering a collaborative partnership the following must be considered in advance of the proposal:

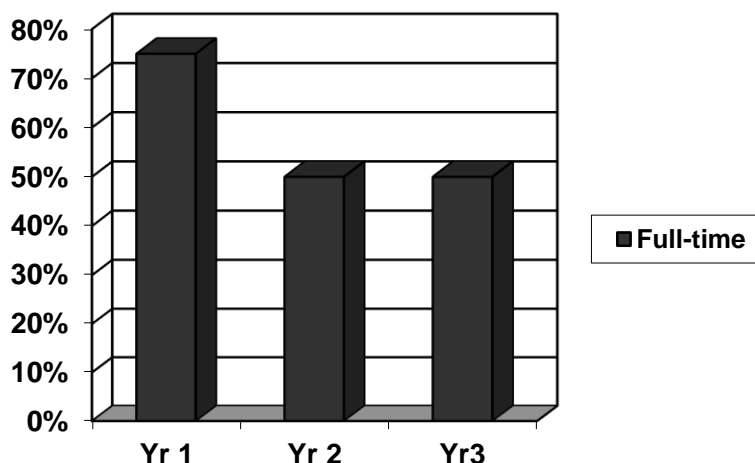
- The partnership must be in line with the University and Faculty's research and innovation strategic objectives
- The partners will be commercial/industrial organisations with a research component and reputation and which engage in research activity
- Previous research collaboration between the supervisors is essential as well as a prospect of a long-term association between the organisations
- The initial expectation is that small numbers of PGRs will be admitted under each collaboration. In some cases it may be a single PGR.
- It is intended that this collaboration will lead to further research collaboration between the organisations
- The partnership must comply with the University of Leeds Split-Site Model A Agreement

Characteristics

1. **General entry requirement:** Applicants will normally be required to have obtained a relevant degree of *at least* equivalent to a UK upper second class (2:1) honours degree.
2. **English language requirement:** International students will normally be required to have achieved at least 6.5 on IELTS (with no component below 6.0) or an equivalent English language qualification. Some Schools may require higher levels of English language.
3. **Method of study:** Candidates accepted under these arrangements are expected to study on a full-time basis
4. **Duration of programme:** 3 year standard period of study with a maximum time limit for submission of the PhD thesis of 4 years
5. **Requirements for supervision:** a supervisor(s) is appointed at the University of Leeds and an external supervisor(s) is also appointed. The expectation is that a full-time PGR will have a minimum of 10 supervision meetings per year and records will be kept of supervision meetings in accordance with the University Of Leeds Code Of Practice for Research Degree Candidatures

6. **Visit by supervisor(s):** The Leeds supervisor(s) is normally expected to visit the Partner Organisation during the candidature and the costs of this visit should be included within the fee charged.
7. **Employment at Partner Organisation:** If the candidate is in employment at the Partner Organisation the expectation is that the candidate will be permitted to second from their employment to enable them to pursue their research activity on a full-time basis.
8. **Attendance requirements:** The candidate is normally required to be in full-time residence at Leeds for at least 18 months over the course of the candidature. 6 months should be spent in Leeds at the start of study to develop the research project and resolve any relevant ethical approval processes, which may not have been dealt with at the admissions stage. Appropriate research and generic training will also take place during the first six months.
A training plan should be agreed in the first month and training take place at both the University of Leeds and the Partner Organisation during the course of the candidature.
The candidate must also be present in Leeds for the transfer assessment and then at a later stage for the examination of the thesis. This equally applies to a second (or repeat) transfer assessment or viva, should one be needed.
9. **Progress monitoring during the candidature:** Within the first 6 months of study PGRs should complete (with their supervisor) the First Formal Progress Report (FFPR). The candidate and the supervisor(s) are required to keep records of their supervision meetings through the University Graduate Record of Achievement and Development GRAD <https://research.leeds.ac.uk> It is the normal expectation that the transfer assessment will be completed by the end of Year 1. Upon successful completion of transfer PGRs will be required to undergo an Annual Progress Review (APR).
10. **Award of PhD:** Successful completion of the programme will result in the award of a PhD by the University of Leeds
11. **Academic fees:** The rates charged by the University are Year 1, 75% of the standard University full-time fee, Years 2-5, 50% of the standard University full-time fee. Fees are chargeable at either the UK/EU rate or the international rate, as appropriate to the relevant fee status of the candidate.

Year 1: **75% of the standard University full-time fee**
 Years 2/3: **50% of the standard University full-time fee**
 Year 4: **Overtime Fee**



Faculties/Schools may reduce the level of fees directly chargeable to individual PGRs, provided that the Faculty/School meets the residual University fees by completing a Form 21 and returning it to the Accounts Receivable Office. If Faculties/Schools require an additional bench fee to cover specific research expenses this should be clearly indicated on the Recommendation Form

Submitting a Formal Proposal for Model A

Pre-conditions

There should be previous collaboration between the supervisors at the two partners as well as a prospect of a long-term association. The partner organisation must be a high quality commercial/industrial organisation with a significant research component and reputation.

Process of establishing a new full-time PhD Split-Site Collaborative Partnership

1. The School/Faculty is responsible for ensuring the proposed partner has understood and agreed 'in principle' to the arrangements for Split-Site PhD programmes under Model A
2. The School/Faculty should ensure that the proposed partnership has the strategic support of the Faculty Executive and that the relevant School committees and Faculty Graduate School Committee support the proposed arrangements.

A completed proposal form for split-site Model A should be considered by:

- the Faculty Pro-Dean for Research and Innovation¹
 - the Dean of the Faculty
 - the faculty Director of Postgraduate Studies (via Faculty Graduate School Committee (FGSC))
3. The fully approved proposal form should be forwarded to Doctoral College Programmes for consideration by the PGR Programmes and Quality Group.
 4. After approval has been obtained from the relevant University bodies the Split-Site Model A Agreement will be prepared by the University's Legal Advisor for signature by Leeds and the partner organisation
 5. Please note that Doctoral College Operations will not be able to send out formal offers of admission to any candidates until the Split-Site Model A Agreement has been approved and signed by the University of Leeds and the Partner Organisation.

¹ The Pro-Dean for Research and Innovation should take responsibility for investigating the proposed arrangements from a Faculty strategic and academic perspective as well as investigating any financial implications (in discussion with the Faculty Finance Officer)

Approval Process of Formal Proposal for Model A

