

**THESE ARRANGEMENTS APPLY ONLY TO CANDIDATES REGISTERED IN THE SCHOOL OF LANGUAGES, CULTURES AND SOCIETIES (SLCS)**

**Policy for recommendations from the SLCS whereby permission may be sought for research degree candidates to submit theses in a Language other than English**

With effect from 2012/13

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| (i) | that any case must be submitted, by the School of Languages, Cultures and Societies (SLCS), for consideration prior to the acceptance of the candidate and must demonstrate a clear academic case for the use of a language other than English (for example where the use of the relevant language is more appropriate in the light of the topic proposed and sources used, is likely to lead to the production of research of a higher intellectual quality, and/or will provide better understanding of the research for its target academic audience); where it is agreed that these exceptional provisions will apply this will be stated in the University’s formal letter of acceptance which will indicate that the candidate will be permitted to submit a thesis written either in English or in a specified language; |
| (ii) | consideration should also be given, by the SLCS, at the time of admission as to whether the transfer review will be conducted in a language other than English. This will include consideration of the language in which the PGR’s written transfer report is submitted and the language in which the transfer viva is conducted. Where it is proposed that the transfer assessment will be conducted in a language other than English this will be stated on the formal letter of acceptance. A request for permission to conduct the transfer in a language other than English will be submitted for consideration either prior to acceptance or in all cases by no later than 6 months from the date of commencement of full-time study (or 15 months from the date of commencement of part-time study); |
| (iii) | that any case made by the SLCS must be accompanied by information about the pool of supervisory expertise available within the School and the available pool of External and Internal Examiners for the examination of the thesis. Where it is proposed that the transfer assessment will be conducted in a language other than English the SLCS will be required to submit details of the pool of potential transfer assessment panel members. Where both the transfer submission and the transfer viva will be in a language other than English the panel members must be proficient in both the language of submission and in English. Where the PGR’s written transfer report is submitted in a language other than English, but it is proposed to conduct the transfer assessment viva in English, the expectation is that the panel members will be proficient both in the language of submission and in English[[1]](#footnote-1). |
| (iv) | the Examiners will only be eligible for appointment where they have a clear understanding of the nature and quality of UK research degrees and information about the experience of proposed Examiners will be required as is customary with all appointments. The Examiners must be proficient both in the language of submission and in English; |
| (v) | that the University’s minimum English language requirements for admission must be met by all candidates; |
| (vi) | that the Programmes of Study and Audit Group must be formally notified of the language of submission (English or the specified language) by the “transfer” stage of registration to full PhD/M Phil status and this information must be included in the transfer report. For direct entrants to M Phil the deadline for the notification of the language of submission would be by no later than 12 months (full-time) and 24 months (part-time). For candidates for the degree of MA by Research the decision must be made at the time of admission;  |
| (vii) | that where the thesis is submitted in a language other than English the title of the thesis must appear in English and in the language of submission and the abstract must appear both in English and the language of submission; |
| (viii) | that the supervisor will be asked to indicate on the examination entry form whether a language other than English will be used in the examination; |
| (ix) | that the oral examination may, with the agreement of the Examiners, be conducted in a language other than English, but the arrangements must be agreed in advance of the examination with the candidate. The preliminary and joint reports of the examiners must always be submitted in English and must indicate the language(s) used in the examination. |

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| The University is required to indicate on the degree certificate and the Diploma Supplement Statement (DSS) that the thesis has been submitted in a language other than English (with the language specified), and also the language used for supervision and assessment (if a language other than English was used). A *pro forma* has been prepared to ensure that relevant issues are addressed when cases are put forward. |

 **April 2012**

 (Updated with new School name August 2015 and with information about the composition of the transfer assessment panel in August 2016)

ST/CM/KG

**Submission of Theses in Languages Other Than English**

**School of Languages, Cultures and Societies (MA by Research, MPhil and PhD)**

RECOMMENDATION FORM

The Postgraduate Research Tutor must complete this form for each candidate the School of Languages, Cultures and Societies wishes to recommend to submit a thesis for examination for a research degree in a language other than English. This form should be submitted to Postgraduate Research and Operations together with the recommendation report to accept the PGR for research degree study.

Applications to prepare and submit a thesis in a language other than English must be submitted prior to the acceptance of the candidate. An application must demonstrate a clear academic case for the use of a language other than English (for example where the use of the relevant language is more appropriate in the light of the topic proposed and sources used, is likely to lead to the production of research of a higher intellectual quality, and/or will provide better understanding of the research for its target academic audience). This opportunity is only available to candidates registered within the School of Languages Cultures and Societies.

Where it is agreed that these exceptional provisions will apply this will be stated in the University’s formal letter of acceptance which will indicate that the candidate will be permitted to submit a thesis written either in English or in a specific language. Exceptionally, the request may be made at the transfer stage.

Approval must also be sought from the Graduate Board’s Programmes of Study and Audit Group to conduct the transfer review in a language other than English. This must be sought at the admission stage or in all circumstances by no later than six months from the date of commencement of a full-time candidature or 12 months from the date of commencement of a part-time candidature.

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| Name of Candidate: |  |

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| Accept for:(Delete as applicable) | Postgraduate ResearchProvisional PhDM Phil, MA by Research  | Method of Attendance:Delete as applicable | Full-timePart-timeSplit-Site |

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| Department within the School of Languages, Cultures and Societies: |  |

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| English Language Qualifications (and score): Please note that candidates will be expected to meet the University’s minimum English Language qualifications for entry **–**  <http://ses.leeds.ac.uk/info/20140/english_language_requirements/881/research_postgraduate> |  |

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| Area of Study: |  |

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| Name of Supervisor(s) |  |

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| Proposed Language of Thesis: |  |

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| Please indicate below the basis for the academic case for the use of a language other than English: |

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| Please give details of the pool of supervisory expertise within the School |

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| Proposed language of the PGR’s written report for assessment for transfer to a specific research degree category |  |

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| Proposed language of the transfer assessment viva |  |

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| If it is proposed to assess the transfer to a specific research degree candidature in a language other than English please give details of the pool of potential transfer panel members |  |

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| Please give details of the pool of Internal Examiners available to examine the thesis |

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| Please give details of the pool of External Examiners available to examine the thesis(Examiners will only be eligible for appointment where they have a clear understanding of the nature and quality of UK research degrees and information about the experience of proposed Examiners will be required at the time of appointment, as is customary in all such cases). The Examiners must be proficient both in the language of submission and in English |

Signed: …………………………………………………………….. Date: ………………………………..

 Postgraduate Research Tutor or Head of School of Languages, Cultures & Societies

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| Notes on Procedures:* The Postgraduate Research Tutor mustformally notify the Programmes of Study and Audit Group of the language of submission (English or the specified language) by the “transfer” stage of registration to full PhD/M Phil status. This information must be included in the transfer report. For direct entrants to M Phil the deadline for the notification of the language of submission would be by no later than 12 months (full-time) and 24 months (part-time). For candidates for the MA by Research the decision must be made at the time of admission.
* Where the thesis is submitted in a language other than English the title of the thesis must appear in English and in the language of submission and the Abstract must appear both in English and in the language of submission.
* The supervisor will be required to indicate on the examination entry form whether a language other than English willbe used in the examination.
* The oral examination may, with the agreement of the Examiners be conducted in a language other than English, but the arrangements must be agreed in advance of the examination with the candidate. The report of the examination must always be submitted in English and must indicate the language(s) used in the examination.
* It will be indicated on the degree certificate and Diploma Supplement and Statement (DSS) that the thesis has been submitted in a language other than English (with the language specified), and also the language used for supervision and assessment (if a language other than English was used).
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ST/CM/ August 2015

1. Exceptionally, where for example the pool of available assessors is limited, a case can be made to PSAG for the Transfer Assessment Panel to comprise of two individuals, independent of the supervisory team, one of whom reads the language concerned and one who does not. The latter, whilst not able to judge the quality of the written work would be able to act as an independent chair and see how the PGR responds to questions and discusses their work. In this case, the transfer viva must be conducted wholly in English. [↑](#footnote-ref-1)