

**Research Student Administration  
Student Services Centre,  
Marjorie and Arnold Ziff Building**



**Integrated degrees of PhD and Master (MA/MSc/LLM)  
at the University of Leeds**

**Arrangements for Supervision and General Advice to  
Schools**

**2013/14**

**Version 2 (September 2013)**

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## **Introduction**

- The Integrated degrees of PhD and Master, which provide for the double award of both degrees, are undertaken by a combination of taught specialist modules, training and skills courses and research study. This integrated approach offers students a learning environment in which to broaden and deepen subject knowledge while providing the opportunity for inter-disciplinary study to extend their expertise in new directions.
- Candidates study a number of specialised subject modules in their first and second years and attend training and skills courses throughout the programme.
- Progress is formally reviewed at appropriate stages and, at least annually, candidates are required to undergo a thorough review process, emphasising the different stages in the progress, development and training. The arrangements for formal reports on progress by the supervisors are described in the University Code of Practice for Research Degree Candidatures.

## **Programmes on Offer**

Please see the Ordinance and Regulations and Programmes of Study for current information about each programme, including the learning outcomes:

[http://www.leeds.ac.uk/rsa/graduate\\_board/pos.html](http://www.leeds.ac.uk/rsa/graduate_board/pos.html)

**PROGRAMME MODEL  
(180 CREDITS PER YEAR)**

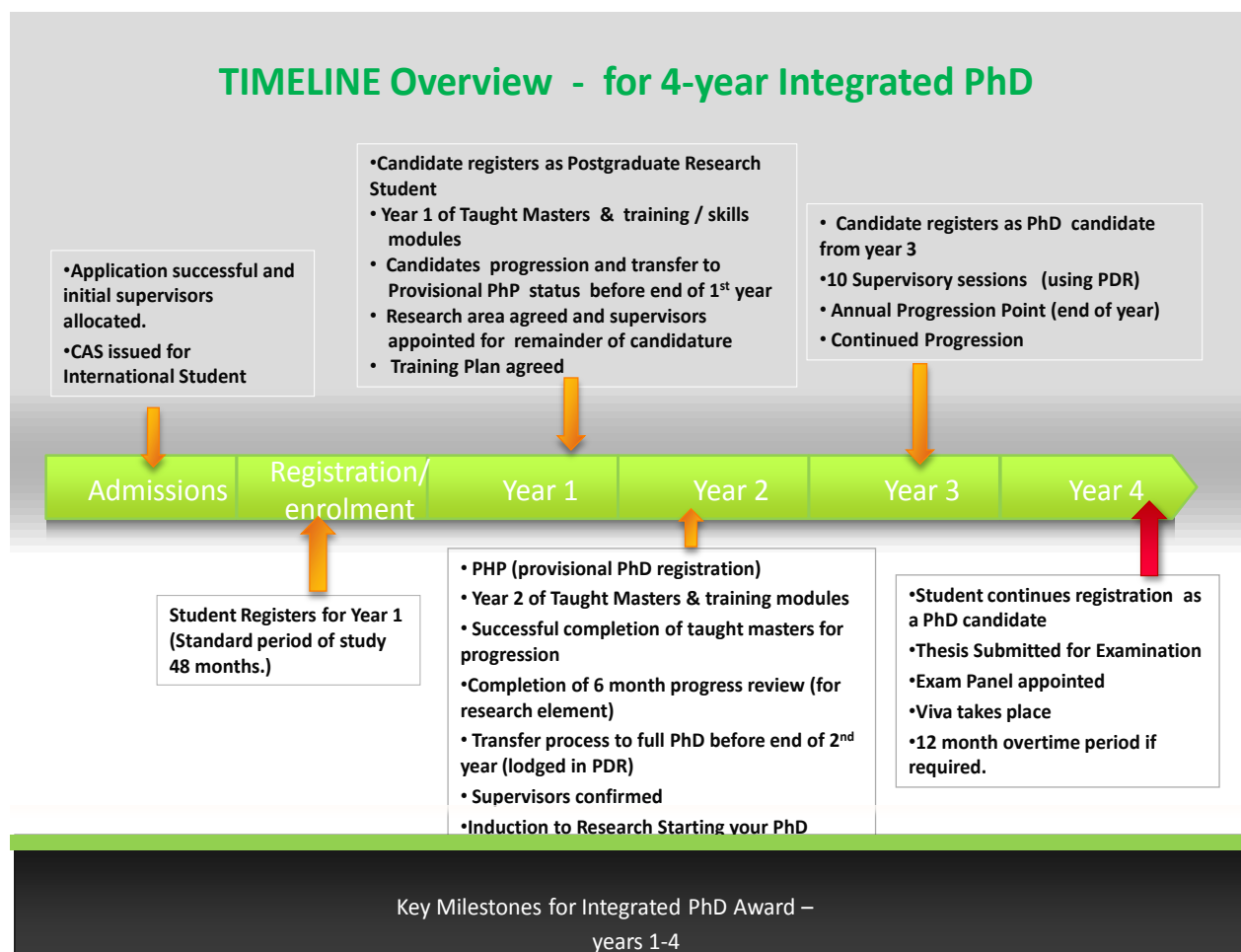
Integrated PhD			
Year 1	Year 2	Year 3	Year 4
<b>Masters Programme</b>		<b>PhD Thesis</b>	
Year 1 of Masters Programme Compulsory & Optional Subject Specific Modules  (Total: 90 credits)  Training and Skills Modules	Year 2 of Masters Programme Compulsory & Optional Subject Specific Modules Masters Dissertation (Total: 90 credits)  Training and Skills Module	Developing the PhD Thesis Training and Skills Modules	PhD Thesis Training and Skills Modules
Research	Research (including 6 month review)		
Training Plan	Transfer Process		Submit Thesis and Viva
Registration: Postgraduate Research Student	Registration: Provisional PhD Student	Registration: PhD Student	Registration: PhD Student
	Bank award of the Masters Degree		Award: Integrated degree of PhD and Masters

**Acceptance**

- Applicants for the degrees must normally possess the equivalent of a good honours degree (**minimum 2:1 or equivalent**) and appropriate English language qualifications to meet the University's entry requirements.
- Candidates whose first language is not English must provide evidence that their English language is sufficient to meet the specific demands of their study. Further advice is available at:  
[http://www.leeds.ac.uk/rsa/international/english\\_lang\\_requirements/english\\_language.html](http://www.leeds.ac.uk/rsa/international/english_lang_requirements/english_language.html)
- There will be one entry point for the Integrated degrees of PhD and Master that will be in September/October at the beginning of each session.

## Period of Study

- The standard period of study for the Integrated PhD is 48 months of full-time study.
- The normal expectation is that candidates will successfully complete a number of assessed modules before the commencement of year 3 of study and submit their theses for examination by the end of year 4, although an additional period of up to 12 months will be available for writing up if necessary. The work of the student is monitored and assessed throughout the programme of study to ensure that completion within the required period of time is achieved



## Registration Categories

### Year 1 – PGR (Postgraduate research)

- Candidates are accepted for study to the registration category of Postgraduate Research. Upon completion of this year candidates are required to undergo a review of their academic progression to Provisional PhD status, before the commencement of Year 2.

### Year 2 – PHP (Provisional PhD)

- If successful in transfer to provisional PhD status, candidates will then register for Year 2 as a provisional PhD student. Candidates will be required to work with their supervisory team to complete a report on their progress at the 18 month point (known as the First Formal Progress Report). Candidates will also be required to undergo the formal assessment procedure for transfer to full PhD status before the end of the 2<sup>nd</sup> of study.
- Progression to Year 3 is dependent upon the award of the Masters and success in the research degree transfer process for transfer to full PhD status.

### Year 3 – PHD

- If successful in both the taught masters and the assessment for transfer to full PhD status candidates will register as a full PhD candidate for year 3 of study.

### Year 4 – PHD

- Candidates will continue registration as a PhD student, subject to satisfactory progression. The expectation is that the candidate will submit their thesis by the end of Year 4 (there is a 12-month overtime period if required).

## Arrangements for Supervision

### Appointment of Supervisors

- **A Supervisory Team** will be appointed for each student at the commencement of the candidature to guide the student through an appropriate pathway of optional modules offered as part of the Masters programme and to assist with planning for the integration of all the elements of the programme.
- The supervisory team will play a key role throughout in integrating all the elements of the programme. In all years of study the supervisors will take responsibility for ensuring that appropriate skills and other training is undertaken and that this is recorded in the training plan.
- The supervisors must meet the approved criteria for the appointment of supervisors for research degree candidates:  
<http://www.leeds.ac.uk/rsa/admissionsandregistration/forstaff/eligibility.html>
- The main supervisor will normally be a member of the academic staff from the parent School. In some cases a main supervisor from one of the other Schools associated with the programme may be appointed. In all cases at least one member of the supervisory team must be from the parent school (in some cases the programme director is listed in the supervision team to meet this requirement). A student will always be registered in the parent school for the programme even if the main supervisor is from another school.

### Role of the Supervisor

- Supervisors act as learning mentors/tutors for the **both** the **research** activities of the student and provide advice on selection and pathway of the **taught** courses required. Supervisors guide students through selection of modules with an emphasis on the research direction of the programme.
- The Supervisory Team is reviewed at the point when the research area is confirmed. Normally, this should be before the end of the first year.
- The Training Plan must be in place within one month of commencing the research project.
- In all years of study the supervisory team will take responsibility for ensuring that appropriate skills and other training is undertaken and recorded in the training plan. It is expected that this will be undertaken by the supervisor and not the Programme Director.
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## Key Message for Research Supervisors

- This is **not** a traditional PhD
- Advice on selection and pathway of taught courses is required. Research Supervisors guide students through selection of modules with an emphasis on the research direction of the programme
- Supervisors act as learning mentors/tutors for the taught and research activities of the student
- Normal research supervision arrangements and reporting processes apply (We would expect that in years 1 & 2 there would be a minimum of 5 supervisory meetings and in years 3 & 4 a minimum of 10 supervisory meetings. The PDR will be used to file the notes of the meetings held).
- The First Formal Progress Report, normally held at 6 months for students on a traditional PhD programme, is expected to be completed to be completed at the 18 month point for students on the Integrated PhD and Masters programme.
- Learning Outcomes must be assessed and achieved. Progress of the agreed training plan should also be monitored
- To qualify for the award of MA/MSc/LLM, candidates must achieve an average of 50% over all 180 credits of which 150 credits must be passed at 50% or more. It is important the student has taken the correct number of modules as prescribed in the programme specification to ensure that the learning outcomes have been met and for classification.
- However for progression into Year 3 a higher achievement will be needed in some cases: **unless otherwise stated in the programme of study entry for the specific subject area, candidates will be deemed to have failed the course if they fail to pass at least 180 taught credits with at least 50% in each course undertaken<sup>1</sup>**. They may still exit at the end of Year 2 with the award of the Masters providing they satisfied the criteria for award (an average of 50% over all 180 credits of which 150 credits must be passed at 50% or more)
- Examinations Board meetings (L&T) will be required for the taught modules and Masters award (and for any exit qualifications)
- Students have the right to be re-examined in any failed taught modules. There is one re-sit opportunity for Masters programmes.

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<sup>1</sup> The precise wording of this requirement came into force for candidates entering from September/October 2006.



## Progress, Monitoring and Reporting

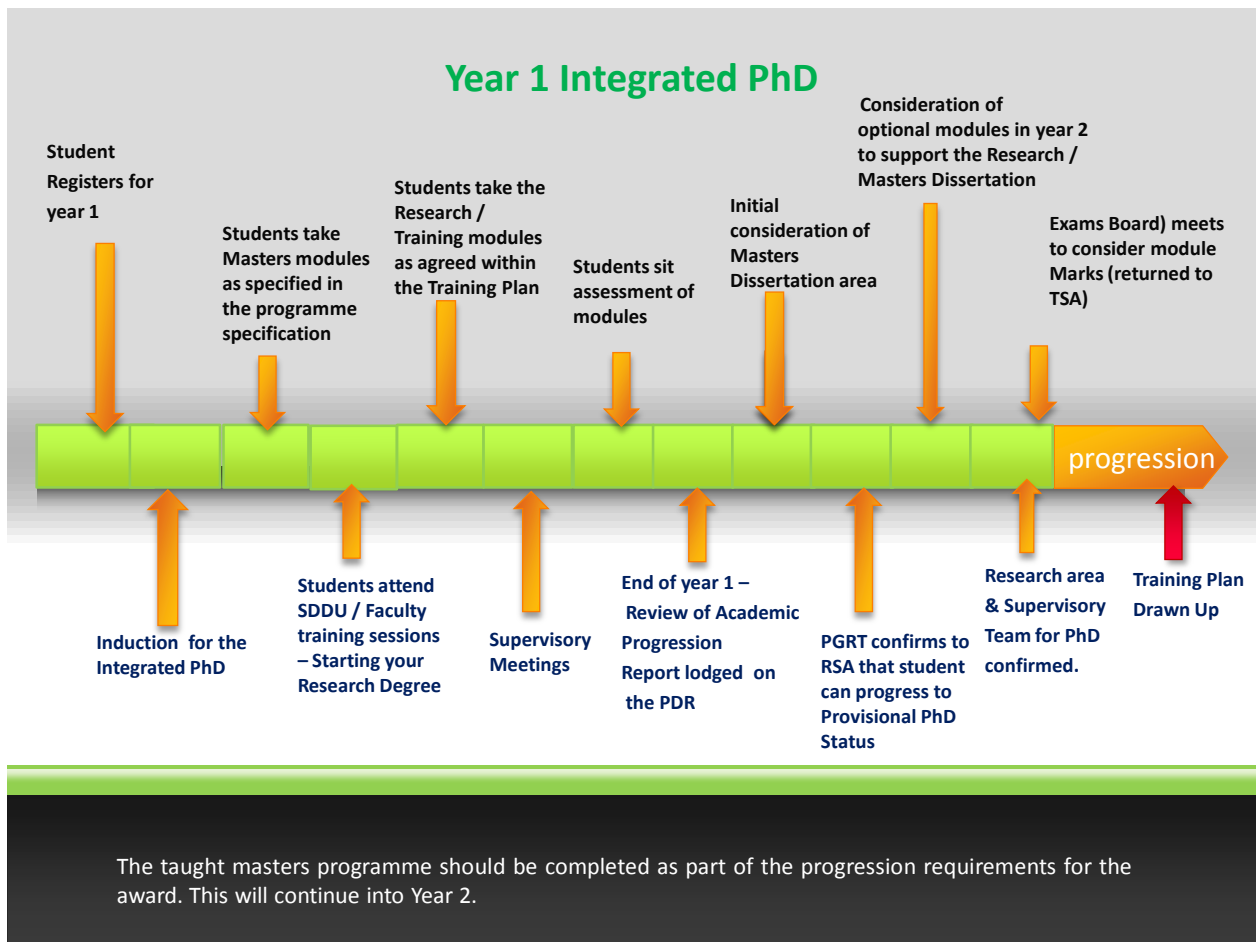
### Progress

- In addition to undertaking research study, candidates undertake a number of specialised modules in their first and second years and must undertake training and skills courses throughout the programme.
- Progress is formally reviewed at appropriate stages. Candidates are required to undergo an annual review process emphasising the different stages in the progress, development and training. This will be filed in the PDR.
- The normal expectation is that candidates will successfully complete a number of courses and submit their theses for examination by the end of year 4, although an additional period of up to 12 months will be available for writing up if necessary. The work of the student is monitored and assessed throughout the programme of study to ensure that completion within the required period of time is achieved.

### Reporting

- The normal research supervision arrangements and reporting processes apply as follows:
  - (i) **It is recommended that students receive a minimum** of 5 meetings in years 1 & 2 and it is a requirement that all students receive a minimum of 10 meetings per year in years 3 & 4 at which formal notes must be kept and filed in the PDR;
  - (ii) formal reports on the student's progress should be made to the Faculty/School Postgraduate Research Committee/Tutor as per the University requirements and held in the PDR

## Year 1: Postgraduate Research



- Candidate is accepted for study as a Postgraduate Research Student
- Candidate undertakes the following (as prescribed in the individual programme of study):
  - Research study (under the direction of the Supervisor)
  - Specialised subject modules
  - Training and skills courses

### End of Year 1 – Review of Academic Progression to Provisional PhD status

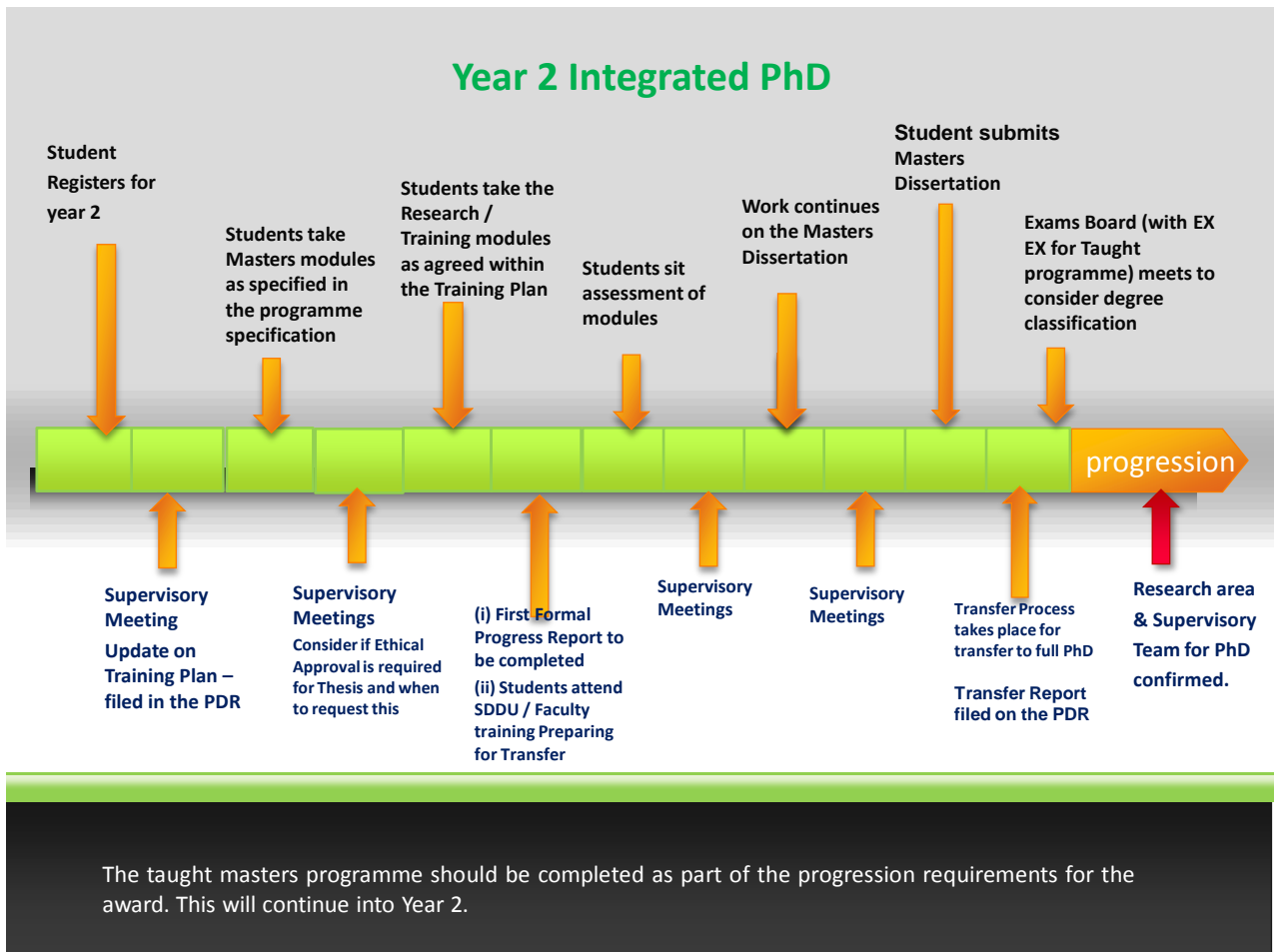
- Upon completion of the first year, candidates are required to undergo a review of academic progression for transfer to Provisional PhD status. If successful, candidates will register for Year 2 of study as a provisional PhD student.
- This would be expected to involve an assessment of the work completed to date and progress and achievement on both the taught components of the programme and the research. It may include a viva examination if appropriate but this is not a requirement that the University specifies.

- Research Student Administration should be notified in writing by the PGRT of the Academic Progression Review. This can be done via email to [progresstemp@adm.leeds.ac.uk](mailto:progresstemp@adm.leeds.ac.uk)
- Module marks for all the Year 1 modules should be returned to TSA examinations in the usual way. RSA will check that all marks have been released to Banner by TSA before confirming transfer to Provisional PhD status.
- A re-sit opportunity if available for any failed module.

#### **Exit Qualification**

- Postgraduate Certificate (60 credits)

## Year 2: Provisional PhD



- Candidate continues registration as a Provisional PhD candidate
- Candidate undertakes the following (as prescribed in the individual programme of study):
  - Research study (under the direction of the Supervisor)
  - Specialised subject modules
  - Training and skills courses
- Candidate's progress is assessed at 18 months by the supervisors and candidate completing the First Formal Progress Report.

## End of Year 2: Assessment for transfer to full PhD status

Transfer to full PhD status and progression to Year 3 is dependent upon (i) the award of the Masters and (ii) success in the research degree transfer assessment process i.e. two separate processes.

### Research degree transfer assessment process

- Candidates will be required to undergo the formal assessment procedure for transfer to full PhD status before the end of the second year of study.
- Students are registered in a parent School and it is important that the transfer process is managed by that School. It is vital that students have the same experience as others in their cohort and consistency cannot be guaranteed if students are subject to the transfer process of other Schools.
- All students must submit material for assessment using the PDR and undergo a viva by an Assessment Panel in the usual way:  
[http://www.leeds.ac.uk/rsa/induction\\_progressandmonitoring/forstaff/upgrade.html](http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstaff/upgrade.html)
- RSA should be notified of the decision to transfer to full PhD status via the normal transfer assessment arrangements using the PDR  
[http://www.leeds.ac.uk/rsa/induction\\_progressandmonitoring/forstaff/pdrs.html#Transfer](http://www.leeds.ac.uk/rsa/induction_progressandmonitoring/forstaff/pdrs.html#Transfer)
- Where a viva is also to be held for assessment of the Masters dissertation the School may wish to give consideration to the appointment of a panel to consider both aspects of examination – the MSc requirements and the assessment for transfer to full PhD status – within the one viva. The discussions relating to the MSc dissertation will help inform the transfer process and the research to be carried out in Years 3 and 4. There is no reason that these two assessments cannot take place as part of the same viva, **provided that all parties concerned (student, supervisor, examiners) are aware that they are undergoing/undertaking two separate and distinct processes within the one viva.** It is important, however, that the External Examiner is satisfied with the arrangements made. In some cases the External Examiner may wish to attend some meetings with the student.
- Following the Examiners' Board the School should return the module mark list to TSA examinations which must bear the signature of the relevant Internal and External Examiners. The classification list, confirming the Masters award should be returned directly to RSA.

- Any recommendation for transfer to PhD made following the viva will be subject to the award of the Masters degree following the Examinations Board. The Programmes of Study and Audit Group will not confirm the transfer to full PhD status until after the return of the module marks to TSA (Exams), following the Examination Board and return of a fully signed classification sheet confirming the Masters award to RSA.

### **Award of the Masters degree**

- To qualify for the award of MA/MSc/LLM, candidates must achieve an average of 50% over all 180 credits of which 150 credits must be passed at 50% or more and of these 135 must be passed at M level.
- However for progression into Year 3 a higher achievement will be needed in some cases: **unless otherwise stated in the programme of study entry for the specific subject area, candidates will be deemed to have failed the course if they fail to pass at least 180 taught credits with at least 50% in each course undertaken<sup>2</sup>**. They may still exit at the end of Year 2 with the award of the Masters providing they satisfied the criteria for the award.
- If successful, the Mastership is not awarded at this stage. **The award of the Mastership is “banked” until the end of the programme** and (hopefully) the integrated award of the degrees of PhD and Masters.

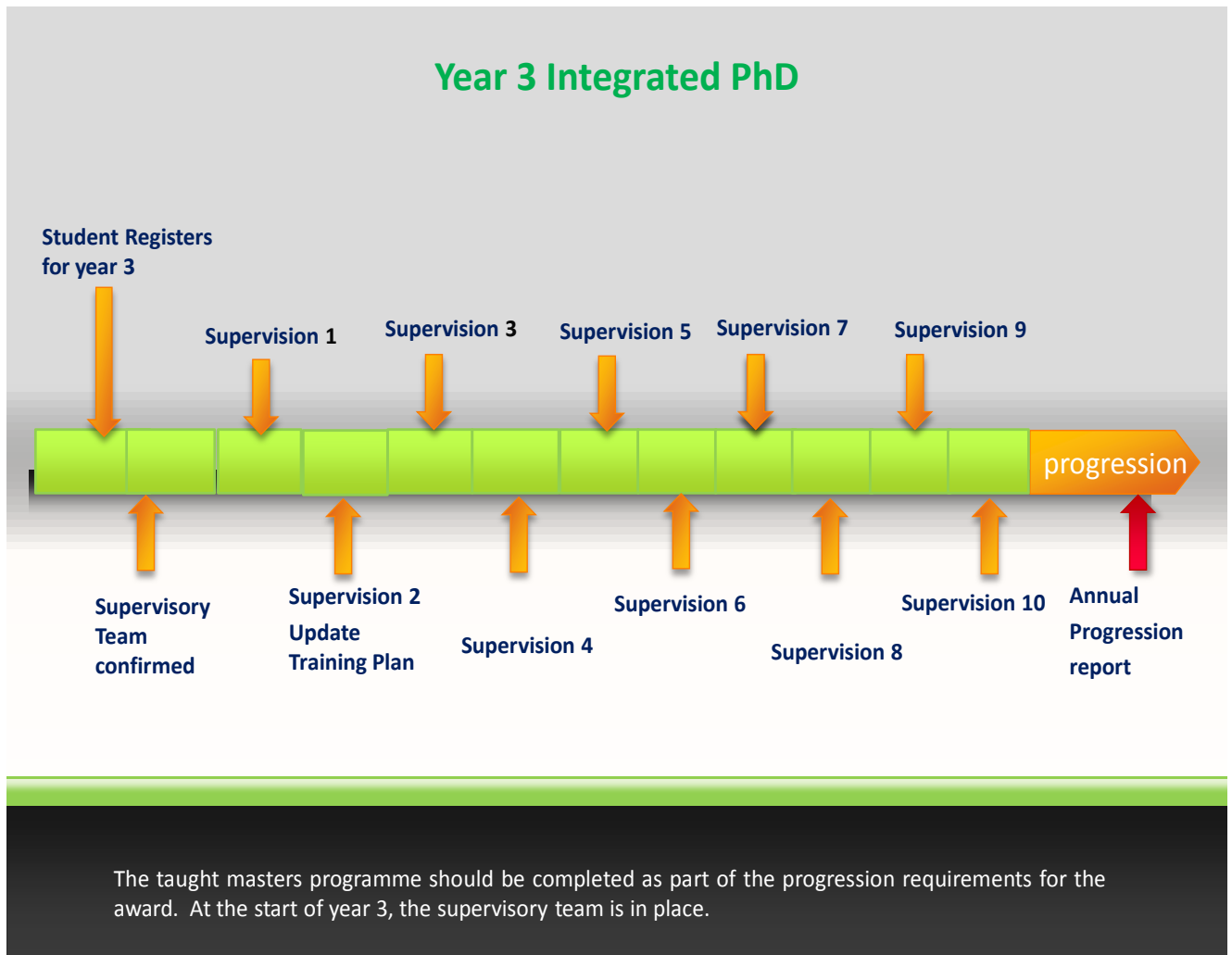
### **Exit Qualification**

- Postgraduate Certificate (60 credits)
- Postgraduate Diploma (120 credits)
- Masters degree (MSc/MA/LLM) (180 credits)

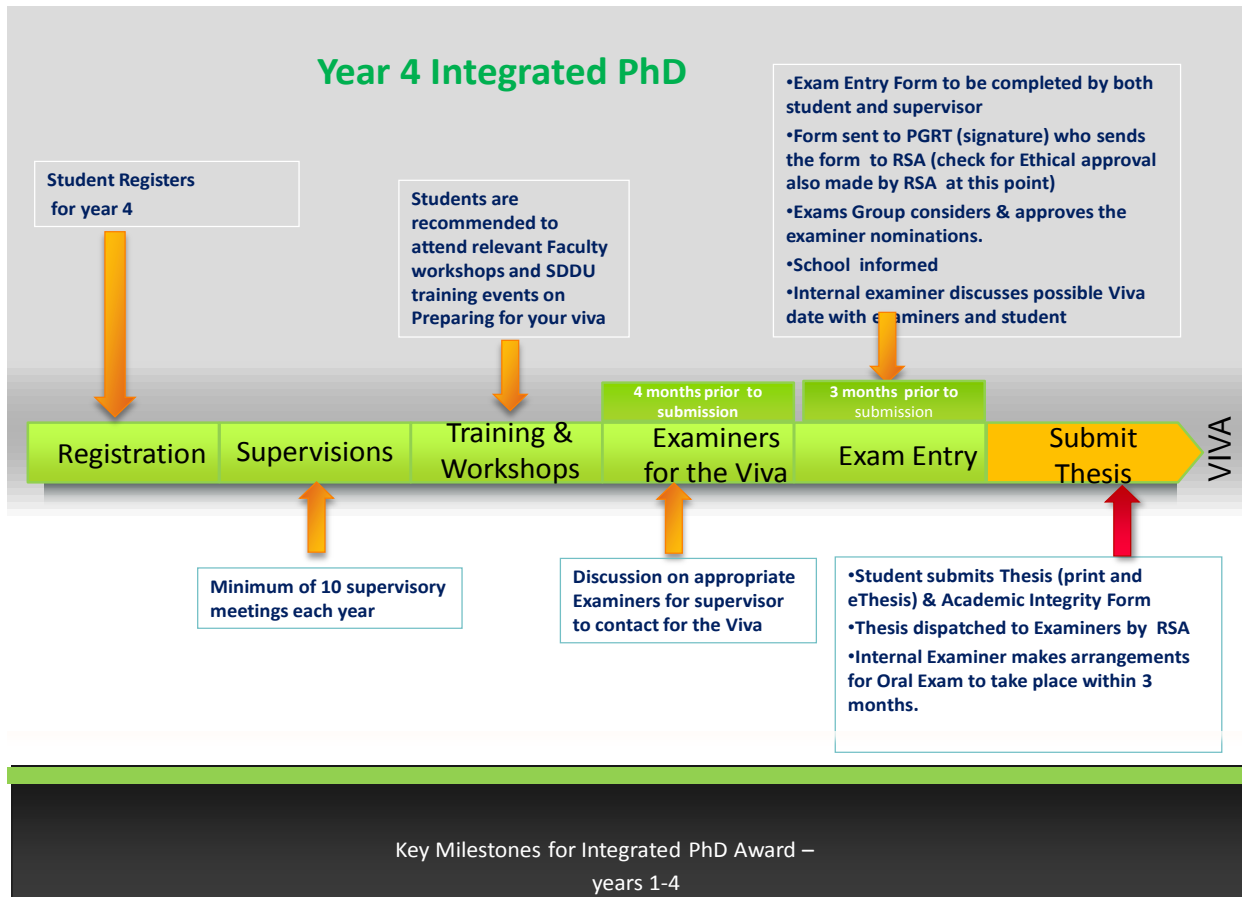
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<sup>2</sup> The precise wording of this requirement came into force for candidates entering from September/October 2006.

## Year 3 & 4: PhD



- Candidate continues registration as PhD candidate
- Candidate undertakes the following (as prescribed in the individual programme of study):
  - Research study (under the direction of the Supervisory Team)
  - Optional and compulsory, non-credit bearing training and skills modules as required in the programme of study (e.g. those offered by SDDU/Faculty)



### End of Years 3 & 4: Reports on progress

- Formal reports (filed in the PDR) on the student’s progress should be made to the School Postgraduate Research Committee or the Postgraduate Research Tutor (these must be retained by the School Office or equivalent unit) towards the end of each year.
- Candidates will continue registration as a PhD student, subject to satisfactory progression and attendance.

### Exit Qualification

- Although the Master is assessed at the end of Year 2 it is “banked” and not awarded until examination for the PhD has taken place
- Candidates will be eligible for the award of the Masters degree at any point in years 3-5 should they decide to leave the programme.



## **Examination and Assessment (for the PhD component)**

### **Entry for Examination**

- The examination entry Form must be completed and returned to the RSA a minimum of 3 months before the planned date of submission. At least one internal and one external examiner will be appointed. The usual eligibility criteria for the appointment of examiners will apply:  
[http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for\\_staff.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for_staff.html)

### **Submission**

- The normal expectation is that candidates will, having successfully completed a number of modular courses before the commencement of Year 3 of study, submit their theses for examination by the end of Year 4, (although an additional overtime period of up to 12 months will be available if necessary).
- The student must submit both a print and eThesis.
- The thesis submission must conform to the existing requirements for the Format and Presentation of the Thesis.
- The normal PhD page/word limits apply (300 pages/100,000 words max.)

### **Early Submission**

- When the progress and quality of the candidate's research justify it, an application may be made to the Programmes of Study and Audit Group to reduce the required period of study provided that no candidate shall submit a thesis for examination before the completion of a total of three calendar years of full-time study.

## Examination of the thesis

- The normal PhD examination arrangements apply:  
[http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for\\_staff.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/for_staff.html)
- The degree of PhD may only be awarded on the submission of a thesis which satisfies the Examiners, as detailed in Ordinance X and its associated regulations as follows:

To qualify for the award of the integrated degree of Doctor of Philosophy and the relevant degree of Master, the candidate must **complete the requirements of the prescribed programme** of advanced study, training and supervised research, must **meet the required learning outcomes** and must be able to satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of **originality** and **independent critical ability** and **matter suitable for publication** through:

- (a) presenting a **thesis** on the subject of his/her advanced study and research; and
- (b) presenting him/herself for an **oral examination** and such other tests as the examiners may prescribe.

## Recommendations

Following final examination of the thesis and after completion of the programme of study the examiners will be asked to select one of the following recommendations:

(a) Pass for the PhD.

(b) Pass (subject to the correction of 'minor editorial corrections' or 'stated minor deficiencies') in the PhD thesis: these corrections must be made within four or twelve weeks respectively from the date of the oral examination. The internal examiner is responsible for ensuring that minor errors or minor deficiencies are corrected by the candidate. The degree will not be awarded until confirmation that the corrections have been completed is received.

(c) Referral for PhD

(d) Recommend award of MPhil: for those candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil.

(e) Recommend award of MPhil (subject to the correction of 'minor editorial corrections' or 'stated minor deficiencies'): these corrections must be made within four or twelve weeks respectively from the date of the oral examination. The internal examiner is responsible for ensuring that minor errors or minor deficiencies are corrected by the candidate. The degree will not be awarded until confirmation that the corrections have been completed is received.

(f) Referral for MPhil

(g) Fail: the candidate has no further opportunity for submission for the Integrated degrees of PhD and Master.

- The recommendation of the examiners is subject to confirmation by the Examinations Group of the Graduate Board which will consider the examiners' report normally at the next meeting.
- **Candidates for the Integrated degrees of PhD and Master are required to meet the learning outcomes for both the degrees of PhD and Master** (see the individual programmes of study for detail).  
[http://www.leeds.ac.uk/rsg/graduate\\_board/pos.html](http://www.leeds.ac.uk/rsg/graduate_board/pos.html)

## **Award of the integrated degree**

In order to qualify for the award of the degrees:

- (i) The PhD Examiners' Report must have been approved by the Examinations Group;
  - (ii) The Internal Examiners must have confirmed that any corrections to the thesis have been satisfactorily completed;
  - (iii) The Final Hard bound thesis should have been submitted to RSA with a completed Thesis Deposit Form (with eThesis if the student started after Sept 2009);
  - (iv) Any Outstanding debts to the University must have been paid (unpaid tuition fees, library fines, residence fees, examination fees, registration charges etc)
  - (v) RSA must have received the signed classification list confirming the award of the relevant Masters degree (end of Year 2)
- The candidate will be awarded the integrated award of both the PhD and the relevant Mastership degree (MSc/MA/LLM)
  - The candidate will receive a single certificate which will bear the name of both degrees: e.g. Integrated degree of PhD and MSc (Studies at the Life Science/Physical Sciences Interface) and a Diploma Supplement for the Integrated award

## **Referral**

- If the thesis is not considered to be of sufficiently high standard to recommend the award of the degree but there is evidence of the potential of a successful PhD or MPhil submission, then on the recommendation of the examiners either:
  - (a) the candidate will be granted permission to resubmit the work in a revised form for the degree of PhD within a period of eighteen months, on one occasion only and on payment of an additional fee; or
  - (b) the candidate will be granted permission to resubmit the work in a revised form for the degree of MPhil within a period of twelve months, on one occasion only and on payment of an additional fee.

## **MPhil Award**

- In cases where the degree of MPhil is awarded the candidate will be awarded two separate degrees – the degree of Master and the degree of MPhil.
- The award of the degree of MPhil will be made in accordance with the University's Ordinance and Regulations for the MPhil award and will not bear the title of studies of the overall integrated programme.

2 separate degree certificates will be issued; 1 for the degree of MPhil and 1 for the relevant taught masters qualification.

## Course Failure

- Candidates will normally be deemed to have failed the Programme of Study for the Integrated degree of PhD and Master and be asked to withdraw from the programme if:
  - (i) they fail to meet the requirements for the award of the degree of Master (as set out in Ordinance XI (Taught Postgraduate Awards)); or
  - (ii) **unless otherwise stated in the programme of study entry for the specific subject area** they fail to Pass at least 180 taught credits with at least 50% in each course undertaken<sup>3</sup>; or
  - (iii) they fail to satisfy the review of academic progression in Year 1 and 2; or
  - (iv) they fail to satisfy the examiners in the research thesis (there is no opportunity for resubmission where the examiners recommend that a research degree thesis be failed).
- Candidates who do not achieve a satisfactory standard at the first attempt in examinations or assessments for modular courses must undertake any re-examination, as set out in Regulation 17 of the Regulations.
- Candidates are required to pass to the required standard all compulsory courses and modules which form part of their prescribed programme of study.

## Exit Paths

- Candidates are eligible for the award of Postgraduate Certificate, Postgraduate Diploma and Mastership qualifications at certain exit points in the programme, provided that they have satisfied the relevant regulations for the award of these qualifications and met the learning outcomes for the programme, if they either decide to leave or do not progress beyond the relevant stages
  - Postgraduate Certificate (60 taught credits)
  - Postgraduate Diploma (120 taught credits)
  - MA/MSc/LLM (180 taught credits) (Candidates must achieve an average of 50% over all 180 credits of which 150 credits must be passed at 50% or more).

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<sup>3</sup> For candidates entering from 2006/07 onwards

