



Guide to the thesis examination process for Postgraduate Researchers (PGRs)

Including the requirements for the format and presentation of theses for research degrees

2018-19

The Thesis Examination Section in Postgraduate Research & Operations is happy to help with any queries about the presentation of your thesis, how to use GRAD or with the examination process in general.

Telephone on 0113 343 4003

E-mail to rp_examinations@adm.leeds.ac.uk.

Website: <http://students.leeds.ac.uk/info/10125/assessment>

Contents

Introduction.....	4
Overview of the steps and timescales in the thesis examination process	5
Overview of the process from examination entry to award (flowchart)	6
1. Entering for examination	7
1.1 Examination Entry Arrangements (GRAD workflow).....	7
1.2 Nomination and appointment of Examiners	7
2. Preparing for submission and examination	8
2.1 Timescale for submission.....	8
2.2 The advice of your supervisor(s)	8
2.3 Thesis preparation and viva workshops	8
2.4 Mock viva.....	9
2.5 Assessment criteria used by the examiners.....	9
2.6 Supporting Disabled Postgraduate Researchers.....	10
2.7 Academic Integrity.....	10
3. Format and presentation requirements for the submitted thesis	11
3.1 Paper	11
3.2 Text.....	11
3.3 Lay-out and margins.....	11
3.4 Pagination.....	11
3.5 Presentation of the title page.....	12
3.6 Second Page (Intellectual Property and Publication Statements)	13
3.7 Acknowledgements page	14
3.8 Abstract	14
3.9 Table of Contents and Lists of Tables and Illustrative Material	14
3.10 Abbreviations.....	14
3.11 Referencing Styles	14
3.12 Illustrative Material, Drawings, maps, photographs etc.....	14
3.13 Presentation of your name on the thesis.....	15
3.14 Inclusion of Supplementary Data/Information with the thesis	15
3.15 Practice-led research degree submissions	15
3.16 Use of solely or jointly-authored publications within a thesis submission	15
3.17 Alternative style of doctoral thesis including published material	16
3.18 Length of Thesis.....	17
3.19 Extensions to the maximum length of theses.....	17
3.20 Format of the Temporary Binding (for the oral examination)	18
3.21 Binding your thesis for examination	18
4. Submitting your thesis for examination	19
4. Process for submission	19
4.1 Submission in person	20
4.2 Submission by Post or by a third party.....	20
4.3 Numbers of Copies of the thesis	20
4.4 Deadline for Submission	19
4.5 eThesis submission at the examination stage	20
4.6 Checklist: for the submission of the thesis for examination	20
4.7 Dispatch of your thesis to your Examiners.....	21
4.8 Use of University facilities whilst awaiting the oral examination	21
4.9 Communication from the University during the examination period.....	21
5. The Oral Examination	22
5.1 The oral examination.....	22
5.2 Preparing for your oral examination	22
5.3 Arrangements for your oral examination	22
5.4 Timescales for the examination.....	23

5.5	Attendance for the oral examination	23
5.6	Attendance of your Supervisor at the viva	24
5.7	Attendance of an independent chair	24
5.8	'Mitigating circumstances' for PGRs	24
6.	The result of the examination	25
6	The outcome of the examination	25
6.1	Award (without corrections).....	25
6.2	Award subject to editorial and presentational corrections.....	25
6.3	Award subject to minor deficiencies	26
6.4	Referral for resubmission ²⁹	26
6.5	MPhil award on a PhD submission ²⁹	26
6.6	Fail.....	27
6.7	Graduate Board's Examinations Group	27
7.	Completing corrections to your thesis (after successful examination)	28
7.1	Correcting any presentational and editorial corrections or minor deficiencies.....	28
7.2	Approval of your corrections by the Internal Examiner	28
7.3	Extensions to the correction periods	29
7.4	Failure to complete corrections to the satisfaction of the internal examiner	29
8.	Preparing & submitting your final thesis (after successful examination)	30
8.1	Preparing your final thesis (after successful oral examination).....	30
8.2	Format of the hard bound thesis (and eThesis) contents	30
8.3	Format and presentation of the hard bound covering	30
8.4	Submitting your hard bound thesis.....	31
8.5	Thesis embargo arrangements (for doctoral candidates)	32
8.6	Thesis embargo arrangements (for MPhil and Mastership by Research candidates)	32
8.7	Checklist: for the submission of the final copies of the thesis after examination	32
9.	Preparing & depositing your eThesis (after successful examination)	33
9.1	Submission of an eThesis (after successful oral examination)	33
9.2	Preparing your final eThesis file	34
10.	Thesis embargo arrangements (for doctoral theses).....	36
10.1	Thesis embargo arrangements (for doctoral candidates)	36
10.2	Length of embargo	36
10.3	Agreeing the retention of thesis arrangements with your Supervisor	36
10.4	Release of the thesis after the embargo period	37
10.5	Changes to the embargo period.....	37
10.6	Creative Commons Licence	37
11.	Award of your degree and graduation	38
11.1	Award of a research degree.....	38
11.2	Publication of Pass List	38
11.3	Graduation choices	39
11.4	Degree Certificate	39
11.5	Diploma supplement and statement.....	39
11.6	Award statements	39

Where separate policy documents are referred to in this Guide, these are published on the [SES website](#) (Select the '*Regulations, codes, policies and procedures for postgraduate research*' page and then open the '*Thesis submission and examination*' section to view the policies).

Where separate forms are referred to in this Guide, these are published on the PGR forms section of the [SES website](#).

Introduction

This Guide is compiled annually by Postgraduate Research and Operations (PGR&O). It gives details of the thesis examination process for Postgraduate Researchers (PGRs) from examination entry through to oral examination and award of the degree. It sets out the University's requirements for the format and presentation of theses and offers advice about the different stages of the process, possible outcomes and the steps to be followed. It covers theses submitted for examination for research degrees only. For other degrees where it is a requirement that dissertations/reports be submitted in a prescribed form, advice should be sought from the School concerned.

Further support and advice about the research degree thesis examination process

- All PGRs should consult their supervisor(s) for appropriate guidance in preparation for their submission and examination (see section 2 of this Guide). A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors.
- You should, at an early stage in your candidature, ensure you are aware of the criteria for award for the research degree for which you are registered. This is the criteria that will be used by the examiners when examining the thesis. The requirements and learning outcomes for research degrees are provided in the [Ordinance, Regulations and Programmes of Study](#).
- A range of support is available to those nearing the completion of their research degree. Please see Section 2 of this Guide. The Doctoral College Minerva organisation includes the “[The final stages of your research: Post-transfer to completion](#)” course which guides you through the final stages of your research, thesis preparation and preparing for your viva. This online material is supplemented by other provision. Full details are available via [ODPL](#).
- Practice-led PGRs should also consult their [Faculty's practice-led protocol](#): This sets out specific information relating to the submission and assessment of practice-led research including the assessment of any live practice and the recording and format of the submission.
- Disabled postgraduate researchers, and their supervisors and examiners, can access a wide range of support from [Disability Services](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](#) (see section 2 of this Guide).
- The Thesis Examination Section of PGR & Operations is happy to help with any queries about the presentation of your thesis or with the examination process in general. Please contact us by telephone on 0113 343 4003 or by e-mail to rp_examinations@adm.leeds.ac.uk. Advice can also be found in the [Postgraduate Researchers Handbook](#) and on the [Website](#).

Overview of the steps and timescales in the thesis examination process

During the final year of the standard period of study

- Complete any training and consult this *Guide* in preparation for submission and examination.

Well in advance of the date you intend to submit the thesis (at least 4 months)

- Begin thinking about the process for examination entry and discuss with your supervisor

At least 3 months before you intend to submit - Enter for Examination

- Complete the Examination Entry GRAD workflow. Your Supervisor will approach [potential Examiners](#). The [Examinations Group](#) will consider recommendations for the examiners.

At the end of the standard period (but no later than the maximum time limit) – Submit your thesis

- You must submit the print copies at the [Student Services Centre](#) on or before your maximum time limit. You must also upload one PDF copy to GRAD (within 2 working days).
- PGR&O checks the thesis and dispatches the thesis to examiners, normally within 2 working days.

Within 3 months of your thesis being sent for examination - Attend for oral examination (viva)

- You must attend for an [oral examination](#). The **Internal Examiner** makes the arrangements for this, normally within 3 months from receiving the thesis (6 months for MD).

Within 4 or 12 weeks of successful viva¹ – Complete any minor corrections to your thesis

- The examiners will notify you of their recommendation after the viva
- The examiners must prepare their examiners' report, which is considered at the next [Examinations Group](#) meeting. The examiners' recommendation is subject to final approval by the Group.
- If you passed subject to editorial & presentational corrections or minor deficiencies you must begin corrections **immediately after the viva** and return them to the Internal by the 4/12 week deadline.

Within 1 month of completing any corrections - Deposit your final thesis and eThesis (if required)

- The final hard bound version of the thesis (including any approved required corrections) must be deposited at the Student Services Centre by no later than 1 month after the internal examiner has given approval to the corrections. You may also be required to deposit a copy of your [eThesis](#).

After deposit of the corrected thesis & approval by Examinations Group - Publication of Pass List

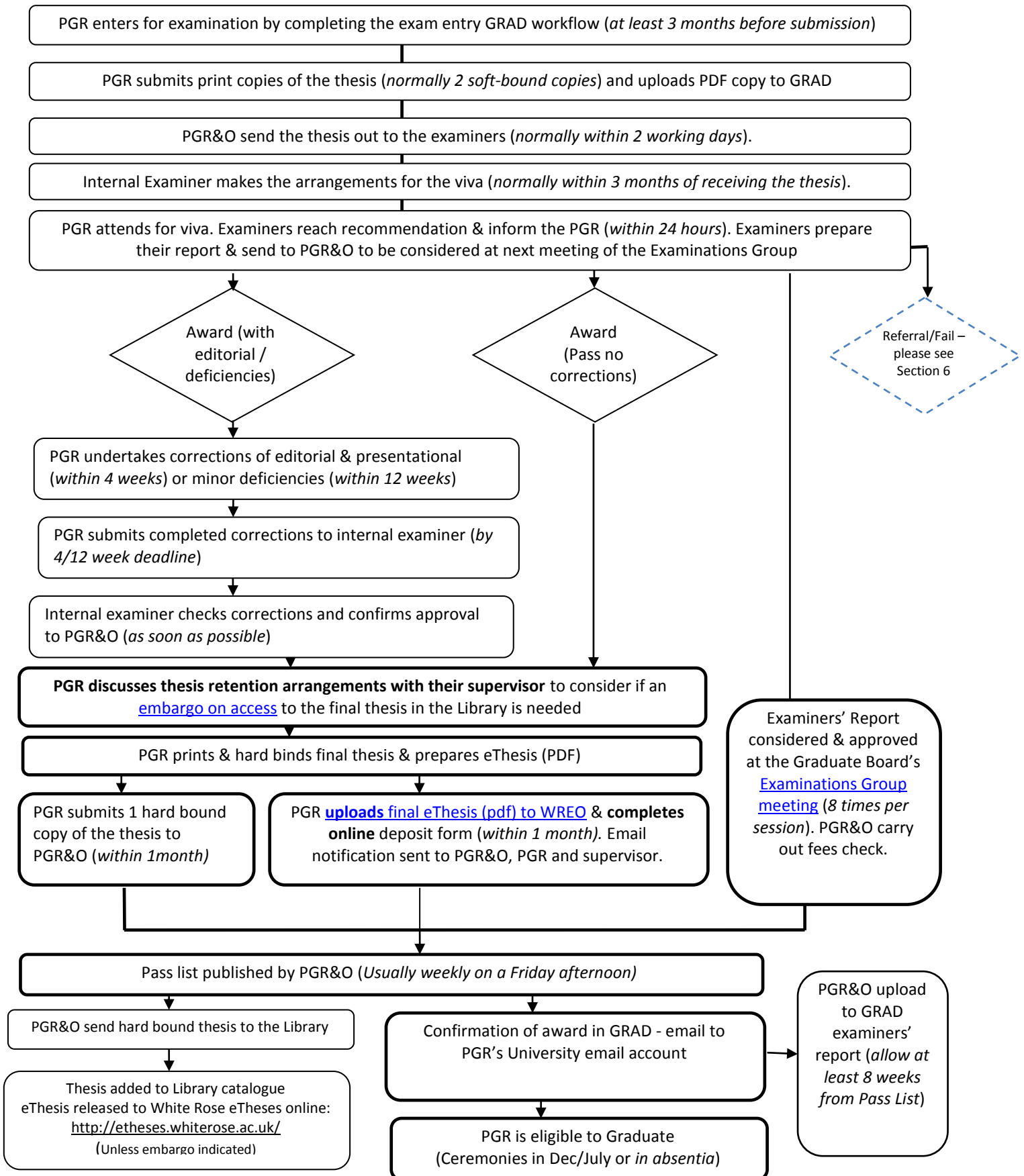
- Your name will be published on a pass list after deposit of the final thesis, confirmation from the internal examiner of any corrections, approval of the examiners' report by the Examinations Group and payment of any outstanding tuition fees to the University.

After your name has appeared on a pass list - Graduation

- Once your name has appeared on a pass list you will be eligible to graduate *in absentia* or at a ceremony (held in July or December). You must register your preference [online](#).

¹ For other possible outcomes, including Referral/Fail – please see Section 6

Overview of the process from examination entry to award (flowchart)



1. Entering for examination

1.1 Examination Entry Arrangements (GRAD workflow)

At least 3 months before you plan to submit your thesis for examination, you must enter for examination by completing the examination entry workflow in GRAD². **Entry workflows received less than 3 months prior to thesis submission may delay the dispatch of your thesis to the examiners and the viva/examination process.** Therefore you should start thinking about examination entry and discuss arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

- From the main GRAD front page select “My project”.
 - On the right hand side of your project page select “Thesis examination” and confirm you want to start the record. This opens up two workflows
- (a) Examination Entry:
- You will need to confirm your thesis title, whether you have been a member of staff and provide details of ethical review and any publications
 - You can then submit the workflow to your supervisor so they can nominate the examiners.
 - You can track the progress via the status box in the workflow
- (b) Thesis Submission:
- This workflow will remain open until you are ready to submit your thesis for examination.
 - Within 2 working days of submitting the printed copies of your thesis at the SSC counter you will need to upload 1 PDF copy to GRAD using this workflow

1.2 Nomination and appointment of Examiners

Once you have completed your part of the workflow, it will move to your supervisor so that they may approach intended examiners and complete the recommendations for the appointment of examiners. The Graduate Board’s Examinations Group has agreed [eligibility criteria for the appointment of examiners](#). At least one internal examiner and one external examiner will be appointed. In some cases the appointment of an independent chair may also be required. PGRs may be asked by supervisors for their views on individuals who might act as Examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the Director of PGR Studies (formerly known as the Postgraduate Research Tutor or PGRT).

The workflow is then passed to your School/Graduate School for checking and through to your Director of PGR Studies for approval before being submitted to PGR&O. The details are checked in PGR&O and the names of the recommended examiners are forwarded to the Examinations Group of the Graduate Board for consideration. The final decision about the appointment of Examiners is made by the Examinations Group.

² Sometimes called the “examination entry form” or “Pink Form”. PGRs registered at one of the Accredited Institutions (LTU/YSJU) must complete a paper exam entry form

2. Preparing for submission and examination

2.1 Timescale for submission

You should aim to submit your thesis within the [standard period of study](#) for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the end of the maximum period of study (the maximum time limit) for your programme, as governed by the University's regulations. These dates are visible in your GRAD record.

It is important that this deadline is adhered to and that you submit your thesis for examination on or before your maximum time limit for submission. Failure to submit your thesis by this deadline may lead to you being required to withdraw from your studies. If difficulties arise you must talk to your School/Faculty Graduate School as soon as possible for advice, otherwise you may seriously compromise your ability to complete your research degree successfully. Please see the [website](#) for advice on suspensions and extensions.

In some cases you may be able to submit your thesis early, before the end of your standard period of study. Early submission of the thesis can only be made where it is supported by your supervisor(s) and your Director of PGR Studies if: (a) the thesis is complete and ready for submission and (b) has been read by your supervisor in its entirety. There are limits to the length of the reduction that can be approved. Please see the [website](#) for further information and the process to be followed.

2.2 The advice of your supervisor(s)

PGRs are solely responsible for the decision to submit their work for examination. However, you should always seek advice from your supervisor(s) before submission and are strongly recommended not to submit against the advice of your supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded. You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission. Your supervisor will read and comment on the whole of the draft thesis prior to submission, provided that it is submitted within a reasonable time.

PGRs must take responsibility for the work that they submit. The Graduate Board is clear that no PGR should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted. Please refer to the [Postgraduate Researchers Handbook](#) for further advice on these matters.

You should also consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A "mock viva" may be helpful, and if so, you should again consult your supervisors.

2.3 Thesis preparation and viva workshops

A range of support is available to those nearing the completion of their research degree. The new Doctoral College Minerva organisation includes the "[The final stages of your research: Post-transfer to completion](#)" course which guides you through the final stages of your research, thesis preparation

and preparing for your viva. You will find information covering the format regulations for thesis, eThesis and copyright issues, the process to submission and the options open to examiners following the viva. This is available to PGRs at any time of the year through Minerva and you should consult this for support and guidance as you near the thesis examination stage. This online material is supplemented by other provision including Viva Practice preparation sessions. Full details are available through [ODPL](#). It may also be helpful to note the following:

- Courses available through [IT](#) include [Word for thesis](#) (2 part course).
- There is a range of support information available through the [Library](#)

2.4 Mock viva

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. The University provides all examiners with good practice advice on the conduct of the oral examination and you may also find it helpful to consult this [advice](#)³ when preparing for your viva.

2.5 Assessment criteria used by the examiners

You should, at an early stage in your candidature, make yourself aware of the criteria for award of the research degree programme for which you are registered. This is the criteria that will be used by the examiners when examining the thesis at the final examination stage. The requirements and learning outcomes for research degrees are provided in the [Ordinance and Regulations and Programmes of Study](#).

For example, to qualify for the award of the degree of Doctor of Philosophy (PhD):

Criteria for the award of PhD

To qualify for the award of the degree of PhD the student must meet the required learning outcomes for the degree and satisfy the examiners that their achievement is of sufficient merit and that their thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

- (a) presenting a thesis or alternative form of thesis as prescribed by the Regulations 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.

After the oral examination the examiners must produce a joint report which outlines their recommendation. You might find it helpful to look at the [examiners' report form](#) which describes the criteria against which your examiners will be assessing your work.

For example, in the case of PhD (or other doctorate) the examiners are required to report to the University as follows:

³ Included in the full Instructions to Examiners document

Questions in the PhD (or other doctorate) examiners' report form

1. Briefly describe the nature and purpose of the PGR's research
2. Comment on the evidence of originality, with an indication of the nature of any such evidence
3. Comment on the evidence of independent critical ability, with an indication of the nature of any such evidence
4. Comment on the extent to which the thesis contains matter suitable for publication in appropriate peer reviewed journals or in other form as appropriate to the field of research
5. Comment on the written style and overall presentation of the thesis
6. Comment on the performance of the candidate in the oral examination

2.6 Supporting Disabled Postgraduate Researchers

PGRs, and their supervisors and examiners, can access a wide range of support from [Disability Services](#). The process for identifying and agreeing support and reasonable adjustments for the final oral examination is set out in a [separate document](#). This document, which is intended to provide a single point of reference for PGRs and staff in Disability Services, Schools/Faculties and PGR&O:

- Summarises the routine adjustments with clear precedents which can be accommodated without prior approval by the Examinations Group.
- Provides examples of adjustments which may be facilitated with prior approval by Examinations Group, with a framework and timescale for consideration of these
- Summarises the support available to all PGRs in preparation for assessment.

There are time limits for the examination and it is therefore important that the need for reasonable adjustments is identified well in advance of the viva process to allow due consideration to be given prior to examination as to what those reasonable adjustments might be. It is recommended that discussions about any reasonable adjustments for the examination should begin as part of the examination entry process (at least 3 months before thesis submission) which will be 4-6 months prior to the expected viva date.

2.7 Academic Integrity

All PGRs are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism. You must ensure that you have read and understood the published rules on plagiarism as contained in the [Postgraduate Researchers Handbook](#). If you are in any doubt you should consult your supervisor(s). The University has [procedures for the investigation of allegations of plagiarism](#)⁴ identified in a thesis submission. Where the examiners suspect plagiarism within a thesis submission the matter must be immediately reported to PGR & Operations. The oral examination will be postponed, pending investigation of the allegation (the procedure is set out in the full policy document). Any PGR guilty of plagiarism may be expelled from the University at any time, or have their award revoked.

⁴ See under Complaints, Appeals and Disciplinary matters

3. Format and presentation requirements for the submitted thesis

The following requirements should be followed when preparing the temporary (soft) bound copies of the thesis to be submitted for examination. These regulations also apply to the presentation and format of the contents of the final hard bound copies submitted after successful examination (see [sections 8 & 9](#)).

3.1 Paper

A4 size paper must be used. Paper must be of good quality and of sufficient opacity for normal reading.

3.2 Text

The thesis must be written in English⁵. Theses must be presented in a clear, standard font of 11 to 12pt size. Text must be clear and easily readable both in print form and when converted to pdf eThesis. You should consult with your supervisor regarding any text/font conventions normally used in your discipline. Text that is in upper case only or in which some letters are non-standard is not acceptable as thesis text.

3.3 Lay-out and margins

Margins at the binding edge must be not less than 40 mm and other margins not less than 20 mm. These guidelines have been provided by the Binders to ensure all text is readable once bound. Typing must be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used). Either single or double-sided text is permitted, however the University would strongly recommend that you consider using double-sided text to reduce the overall size of the thesis (and avoid the need for 2 volumes). When producing double-sided text, please take particular care to fulfil all the requirements specified in these regulations, e.g. legibility, pagination and margin widths. Mixtures of single and double-sided text are not normally acceptable (excluding the title page).

3.4 Pagination

Pages of text and appendices must be numbered consecutively throughout the thesis, including photographs and/or diagrams where possible (see further requirements below). Page numbers must appear on each page, preferably at the centre of the top of the page.

⁵ With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.

3.5 Presentation of the title page

The title page must give the following information⁶

- (a) The full-title of your thesis (and sub-title if any), as held in the University's records and submitted on the examination entry form;
- (b) Your full name, as held in the University's registration records, including any and all middle names⁷.
- (c) "Submitted in accordance with the requirements for the degree of" with the name of the relevant degree added in full afterwards;
- (d) "The University of Leeds" followed by either⁸
 - (i) the name of the School in which you were registered and supervised; or
 - (ii) if you received formal supervision in two Schools (one of which was your parent registration School) you can include the names of both Schools if you wish; or
 - (iii) the name of the appropriate academic Centre or Unit in which the research was conducted (after permission has been obtained from the Head of the School in which you were registered); or
 - (iv) in the case of research students registered at accredited institutions (Leeds Trinity or York St John University) the "University of Leeds" followed by the name of the Institution together with the name of the school within the institution
- (e) The month and year of submission **for examination**⁹;
- (f) The volume if more than one;

⁶ You can find sample title pages on [website](#)

⁷ The presentation of your name in the records is normally expected to correspond with that shown in your passport or other legal documentation. This must include all middle names held in the University records. If the name in the University records is incomplete please contact PGR & Operations.

⁸ The name(s) of either one School or two Schools or one academic Centre should appear.

⁹ The thesis must show the month and year that the thesis is submitted for examination. The final, hard bound thesis must also show the month of year of submission for examination (and not the date the final, corrected copies are submitted)

3.6 Second Page (Intellectual Property and Publication Statements)

The second page of the thesis should give the following information:

(a) One of the following statements: either

(i) **If there are no jointly authored publications** from the thesis:

"The candidate confirms that the work submitted is his/her/their own and that appropriate credit has been given where reference has been made to the work of others." Or

(ii) **If there are jointly-authored publications** which have been used in the thesis:¹⁰

"The candidate confirms that the work submitted is his/her/their own, except where work which has formed part of jointly authored publications has been included. The contribution of the candidate and the other authors to this work has been explicitly indicated below. The candidate confirms that appropriate credit has been given within the thesis where reference has been made to the work of others."

You must then also include on this page of your thesis:

- (a) details of which chapters are based on work from jointly authored publications;
- (b) details of the publications which have been used (e.g. title, names of authors, dates, journals etc.);
- (c) details of the work contained within these publications which is directly attributable to you; and
- (d) details of the contributions of the other authors to the work.¹¹

(b) A statement as follows: *"This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement"*¹²

(c) Optional - Assertion of moral rights¹³. If you wish to assert your moral right to be identified as the author of the work insert the following:

"The right of <your full name> to be identified as Author of this work has been asserted by <your full name> in accordance with the Copyright, Designs and Patents Act 1988."

¹⁰ See the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#)

¹¹ PGRs submitting an alternative style of doctoral thesis including published material must also include on this page a brief rationale for submitting the thesis in the alternative format and a brief summary of how the thesis has been put together

¹² See the [Intellectual Property Rights Policy](#)

¹³ Further advice can be found on the [Library website](#)

3.7 Acknowledgements page

This page should contain any acknowledgements to those who have assisted with your work, for example your supervisor(s), sponsor(s) etc.

Where you have worked as part of a team you should include a specific statement as follows: *“This research has been carried out by a team which has included (name the individuals). My own contributions, fully and explicitly indicated in the thesis, have been.....(please specify)” The other members of the group and their contributions have been as follows: (please specify)”*

3.8 Abstract

An abstract (summary) of the thesis of no more than 300 words should be included immediately after the acknowledgements page.

3.9 Table of Contents and Lists of Tables and Illustrative Material

The table of contents should immediately follow the abstract. It should list in sequence, with page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections, as appropriate; the bibliography and any appendices¹⁴. Lists of tables and illustrations should follow the table of contents and should list, with pages numbers, all tables, photographs, diagrams, etc., in the order in which they occur in the text.

3.10 Abbreviations

Where abbreviations are used, a key must be provided.

3.11 Referencing Styles

You must use an established referencing standard in your thesis (examples include Harvard or Numeric or other recognised referencing style used within a discipline). It is important that you familiarise yourself with the referencing conventions used in your subject area and you should seek further advice from your Supervisor or Director of PGR Studies on employing the correct academic conventions for referencing and citing work within your discipline. You may find the information on the [Library website](#) helpful.

3.12 Illustrative Material, Drawings, maps, photographs etc.

Illustrative matter should have a binding margin of at least 40 mm and, wherever practicable, be bound in the thesis near the appropriate text¹⁵. Photo-reduced tables and charts may be included in the thesis provided that the photo-reduced copies are of good-quality and in a form consistent with the need for clarity and legibility. The use of adhesives, glues and adhesive tape should be avoided. If your thesis includes particularly numerous or coloured illustrations or you wish supporting

¹⁴ If the thesis comprises more than one volume, the contents of the whole thesis should be shown in the first volume and the contents of subsequent volumes in a separate contents list in the appropriate volume

¹⁵ Material that cannot conveniently be bound in the thesis may be included in a pocket in the back cover.

documentation (which does not form part of the thesis) to be retained with the thesis (subject to the requirements in [3.14 below](#)) you should discuss the most appropriate form for the retention of this material with your supervisor(s). Relevant staff in the Library will also provide advice.

3.13 Presentation of your name on the thesis

You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and you must use this registered name on the title page of your thesis. This is important for any future requests the University receives to verify the award of your degree. Your name must be presented in full on the title page of your thesis, including any and all middle names which are held in the University's records.¹⁶

If you wish to change your name from that used when you first registered with the University you must bring supporting evidence that the new name is valid to the Student Services Centre Counter. Such evidence includes a birth or marriage certificate, deed poll, etc. International PGRs must bring their passports.

3.14 Inclusion of Supplementary Data/Information with the thesis

You may include a USB/DVD/CD of supporting supplementary data (or other material) within your thesis submission for examination. This should be used in exceptional circumstances only, where it is considered that it may be important for examiners to have access to supporting material. It should not be used for material that is essential reading for the examiner in order for them to reach a considered evaluation of the work. There is no requirement for the examiners to refer to the supplementary data/information, although they may do so if they wish, and the thesis must stand alone and be intelligible and examinable without the supplementary data/information.

Where it is necessary to include supplementary data/information alongside the printed thesis you will need to indicate this at the time of entry for examination by submitting a separate [form](#).

3.15 Practice-led research degree submissions

PGRs registered for a practice-led research degree must also consult the [Practice-led protocol](#). This sets out information relating to the submission and assessment of practice-led research degrees including the assessment of any live practice and the recording and format of the submission.

3.16 Use of solely or jointly-authored publications within a thesis submission

Graduate Board has issued guidance upon the use of published work within a thesis (which has been carried out during the course of the candidature). This is intended to provide PGRs with further information on identifying the contribution of others to the work contained within the thesis. This is especially important when chapters might have been based on jointly authored publications as the examiners will need to be able to clearly identify the work directly attributable to the PGR to

¹⁶ The spine of the final, hard bound thesis should include all your initials plus your surname (see [Section 8](#)).

determine whether there is a substantially original contribution by the PGR and whether this contribution is at the appropriate level to merit the award of the degree.

Where work, which has formed part of a solely or jointly authored publication, is to be included within a thesis, you must declare your intention to use this work (and the contributions of each author in the case of jointly-authored publications) on the appropriate section of the examination entry workflow. This information will be sent to the examiners with the thesis. You must also provide loose copies of the publications alongside the printed copies of the thesis submitted for examination. A copy of each publication must be provided for each examiner. Publications should not be provided alongside (or bound into) the final, corrected, hard bound copies of the thesis (or eThesis).

Further detail is given in the [Guidelines on the Use of Solely or Jointly-Authored Publications within a Thesis Submission](#).

3.17 Alternative style of doctoral thesis including published material

This model of submission is currently only available to doctoral PGRs registered in the Faculty of Environment, Faculty of Engineering, Faculty of Biological Sciences, School of Dentistry and Food Science only.

Doctoral PGRs in these Faculties who wish to consider this route to submission must first discuss this with their Supervisory team. This model of thesis can only be submitted where the supervisory team supports this format of submission and is satisfied it is appropriate and meets the protocol in place for that Faculty.

For further information, please consult the relevant [Faculty protocol](#) (under the thesis examination section).

3.18 Length of Thesis

During the examination of your thesis your examiners will be considering both the quality and value of your work and the way in which you have chosen to present your review, results, arguments and conclusions. Your ability to express your findings in a clear and concise manner will be under examination and excessive length or too discursive a style will be judged a weakness. Your supervisor is, of course, best placed to advise you on the desirable length and form of your submission within the University's limits.

The University expects that theses will normally not exceed the following maximum lengths¹⁷:

MA, MSc, MSc(Eng) and MEd	30,000 words (100 pages)
MPhil	60,000 words (200 pages)
PhD (including Integrated PhD & Master)	100,000 words (300 pages)
EdD	55,000 words (185 pages)
DPaedDent/DClinDent	50,000 words (170 pages)
DHSC	50,000 words (170 pages)
MD	80,000 words (250 pages)
DClinPsychol	40,000 words (135 pages) ¹⁸
Practice-led PhD	A minimum word limit of 15,000 and a maximum word limit of 50,000
Practice-led MPhil	A minimum word limit of 10,000 and a maximum word limit of 30,000

Please note that the above limits include all appendices & footnotes but not bibliographies/reference lists. 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 - you should you should seek further advice from your Supervisors or Director of PGR Studies.

3.19 Extensions to the maximum length of theses

It is accepted that in some disciplines it may be necessary to exceed the stipulated limit in individual cases. If you believe you cannot avoid exceeding the above maximum length, or the maximum length specified by your School, you should talk to your Supervisor and then, if necessary, the Director of PGR Studies will seek approval from the Graduate Board for submission of a thesis which exceeds the stated limits. However it remains open to the examiners to reach an academic judgement on the thesis as a whole and whether the additional length is justified or should be reduced as part of any corrections to the thesis. It is therefore in your own interests to consider the question of overall length during the initial stages of thesis preparation.

¹⁷ The page limits given here are an approximation based on you having presented your thesis (text size, spacing) in accordance with these regulations. If your thesis is longer than the page limit but still within the word limit the School should send confirmation (including the word count) to rp_examinations@adm.leeds.ac.uk

¹⁸ **DClinPsychol only:** In exceptional cases, with the approval of their supervisor(s), PGRs may include appendices (up to 20,000 words maximum) which will not be counted towards the overall word length of the thesis.

3.20 Format of the Temporary Binding (for the oral examination)

It is normal practice to submit a thesis for examination in soft binding, with submission in the final, hard bound format taking place after a successful examination when any corrections identified by the examiners have been completed. The thesis for examination should be submitted in soft binding cover, which has either a glued spine or has been stitched into covers as follows:

- (i) The temporary glued spine or stitched binding must be carried out by a book binder;
- (ii) The outside front cover should be green card (hi-speed board - emerald 230 mic or similar material and colour used by a recognised binder).
- (iii) The outside cover should show your initials & surname, School(s), degree and year of submission. This can be printed onto a sticker/label and applied to the front cover of the thesis. You are not required to include any information on the spine of your soft bound thesis.

A ring, spiral-bound or loose leaf binder is not an acceptable form of submission for examination.

3.21 Binding your thesis for examination

The [University's Print and Copy Bureau](#) (PCB) can produce soft bound theses, which meet the above regulations. The PCB is also able to facilitate the production of hard bound theses¹⁹. They are located on level 6 of the Roger Stevens Building, Telephone 0113 343 2668, email pcb@leeds.ac.uk. To order the soft binding of your thesis through PCB you can:

- Bring your printed thesis to PCB
- Use the Print Cloud (web site <http://pcb.leeds.ac.uk>) (PDF is required)
- Email your thesis to PCB binding (PDF is required)

Prices are available from the PCB website <http://pcb.leeds.ac.uk>. PCB will confirm the price once they have received the pdf (unless you order your thesis via the print cloud). Payment must be made before the thesis can be printed and bound. Payment can be made in person or by phone 0113 343 2668²⁰. Please contact PCB directly for further advice (email pcb@leeds.ac.uk or telephone: 0113 343 2668). PCB are open Monday to Friday except when the University of Leeds is closed

You should aim to place your order no later than 48 hours before your maximum time limit to ensure that printing and binding can be completed in time in order for you to meet your maximum time limit. The end of each month is particularly busy for thesis binding - especially the end of September²¹.

You need to plan the printing and binding of your thesis well in advance of your maximum time limit to ensure that the work can be completed within the required time in order for you to meet your maximum time limit for submission of the thesis. You should not leave the printing and binding of your thesis to the last day of your maximum period of study.

¹⁹ The regulations for the presentation of the hard bound theses are set out in section 8 of this document
²⁰ PCB will require the long card no. expiry date and 3 digit security code on the reverse. Arrangements can be made to pay via Pay Pal after PCB have confirmed the price.

²¹ Soft binding takes 2 -3 hours. At other times of the year PCB are able to offer a same day service but the order must be placed no later than 2pm in order to receive the thesis back for collection before 5pm

4. Submitting your thesis for examination

4.1 Deadline for Submission

You should aim to submit your thesis within the standard period of study for the research degree programme upon which you are registered. However, you must submit your thesis for examination by the maximum time limit for your programme, as governed by the University's regulations. Your standard period of study and maximum time limit dates are visible on your GRAD record.

You are bound by your maximum time limit for submission of the thesis. It is important that this deadline is adhered to and that you submit your thesis on or before your maximum time limit. Failure to submit your thesis for examination by this deadline may lead to you being required to withdraw from your studies. If difficulties arise you must talk to your School/Faculty Graduate School as soon as possible for advice, otherwise you may seriously compromise your ability to complete your research degree successfully. Please see the [website](#) for advice on suspensions and extensions.

Where the maximum time limit for submission falls on a day when the University is closed as a consequence of either a holiday period (for instance a Bank Holiday) or a weekend (Saturday or Sunday), the deadline for submission of a thesis to PGR&O will be no later than the end of the next working day. The bank holiday [concessions agreed by the Graduate Board to cover University closed days](#) during this session are published on the [website](#).

In some cases you may be able to submit your thesis early, before the end of your standard period of study. Early submission of the thesis can only be made where it is supported by your supervisor(s) and your Director of PGR Studies where: (a) the thesis is complete and ready for submission and (b) has been read by your supervisor in its entirety. There are limits to the length of the reduction that can be approved. Please see the [website](#) for further information and the process to be followed.

4.2 Process for submission

Your thesis must be submitted to PGR&O. Theses must not be sent directly to the examiners.

You are solely responsible for the decision to submit your work for examination and for the thesis which is submitted. You must check the copies of your thesis thoroughly before you submit them for examination. Once you have submitted your thesis you cannot then subsequently change or amend it, even if you spot issues with the presentation or printing or if you find that you mistakenly submitted a draft version. Substitute versions of theses, additional pages or supplementary material cannot be accepted after submission of the thesis and these must not be sent directly to the examiners. This applies in all cases, irrespective of whether the thesis was submitted for examination on or before the maximum time limit for submission.

You must submit the 2 soft bound copies of the thesis to PGR & Operations on or before your maximum time limit in order to meet your deadline for submission. Within 2 working days of submission of the soft bound copies you must also upload an exact PDF copy of the thesis to GRAD. Only the printed, soft bound copies will be counted as having met the thesis submission deadline. Upload of the PDF copy alone will not count as having met the deadline for submission.

4.3 Submission in person

You can submit your thesis for examination in person at the [Student Services Centre Counter](#) in the Ziff Building²². You should download the [Thesis Submission Receipt](#) (which includes a *Statement of Academic Integrity*) and fill this out in advance and bring it along with you. You are strongly advised not to arrive any later than 4.30pm. The building closes at 5pm.

4.4 Submission by Post or by a third party

If you are not in Leeds you may submit your thesis by post or can arrange for a third-party to submit your thesis on your behalf at the [Student Services Centre Counter](#). A [Thesis Submission Receipt](#) must be completed and sent in with the thesis. You must ensure that your thesis is posted in sufficient time to ensure it is received in PGR&O on or before the maximum time limit for submission.

4.5 Numbers of Copies of the thesis

One copy of the soft bound thesis must be provided for each examiner, therefore a minimum of 2 copies will be required but additional copies of bound theses must be provided where you have more than 2 examiners. A further copy of the thesis (which may be unbound) should be brought to the oral examination for your own use. You may also wish to print other copies for your supervisors' use.

4.6 eThesis submission at the examination stage

Within 2 working days of submitting the printed copies of your thesis you must upload a PDF copy of your thesis to GRAD using the Thesis Submission workflow. Only the printed, soft bound copies will be counted as having met the thesis submission deadline. Upload of the PDF copy alone will not count as having met the deadline for submission.

4.7 Checklist: for the submission of the thesis for examination

The following must be submitted to PGR&O at the Student Services Centre Counter (or by post):

- 2 soft bound copies of the thesis (additional copies if there are more than 2 examiners)
- A completed [Thesis Submission Receipt](#) (Statement of Academic Integrity)
- Loose copies of any solely or jointly authored publications (one copy of the publication should be provided for each examiner)

The following must be uploaded to GRAD within 2 working days of printed submission:

- An exact pdf eThesis copy of the thesis

²² [Counter opening times](#)

4.8 Dispatch of your thesis to your Examiners

Your thesis will be sent out to your Examiners normally within 2 working days of submission providing that your thesis meets the University's requirements and your examination entry workflow has been approved by the Examinations Group. An email will be sent from GRAD to your University account to confirm that your thesis has been sent out to your examiners and will include advice about the next stages in the process.

If PGR&O has only recently received your examination entry workflow (or this has not yet been submitted to PGR&O) there will be a delay in sending your thesis out for examination. You will be able to track the progress of your thesis submission in GRAD via the status box on the thesis examination workflow.

4.9 Use of University facilities whilst awaiting the oral examination

All PGRs awaiting examination may continue to use the University facilities, normally for a period of up to 6 months from the date of submission of the thesis. There is no charge for this. This will ensure that you are able to make use of facilities whilst preparing for the oral examination and also for a short period after examination when you may be required to make minor amendments or correct stated minor deficiencies to your thesis. It will also assist with preparation of papers for publication.

The arrangements for this are made at the time of thesis submission at the Student Services Counter and you can obtain a new student ID card. **Once your name has appeared on a University Pass List the student card will no longer be valid for use.**²³ If there is a delay in your examination which means you need access for longer than 6 months please contact PGR&O.²⁴

PGRs who have submitted their thesis are classed as registered whilst awaiting examination for up to 6 months whilst awaiting oral examination and are provided with a student ID card solely for the purpose of using the library and computing facilities whilst preparing for their viva. During this period, PGRs are not classed as either full/part-time or overtime and will not therefore qualify for Council Tax exemption during this period. Further advice is available in from the Student Advice Centre of Leeds University Union (LUU).

4.10 Communication from the University during the examination period

Email notifications will be sent from GRAD at various stages in the process. These will be sent to your University IT email account only. **You must** check this account regularly.

²³ ISS accounts remain active for 90 days after publication of the pass list. See the [IT pages](#) for further advice. http://it.leeds.ac.uk/info/77/managing_your_account/143/what_happens_when_you_graduate
PGRs can apply for a graduate card with the Library:

http://library.leeds.ac.uk/membership#graduates_of_the_university_of_leeds

²⁴ rp_examinations@adm.leeds.ac.uk

5. The Oral Examination

5.1 The oral examination

All PGRs are required to attend for an oral examination also known as a viva. The oral examination is an important part of the examination process. The purpose of the oral examination is to ensure that the work submitted for examination reaches the University standards for the degree, that you have written the work submitted and that you understand the work you have submitted.

The University does not have specific regulations regarding the length of the oral examination or what should be discussed except that the thesis should be discussed with you²⁵. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied; e.g. for a Doctoral degrees evidence of originality and independent critical ability is required and, where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met. **The examination must be conducted in English**²⁶. Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

A copy of the thesis (which may be unbound) should be brought to the oral examination for your own use²⁷. You are not permitted to bring to the oral examination any device containing a digitized copy of the thesis. Unless required for the purposes of a presentation/demonstration by the PGR, the use of electronic equipment/devices during the oral examination by PGRs or examiners (or the supervisor if in attendance) is not permitted. Recording of the viva by any party is not permitted.

5.2 Preparing for your oral examination

You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. Section 2 of this document outlines a number of sources of advice in preparation for your oral examination, including the [training opportunities](#) for postgraduate researchers available.

5.3 Arrangements for your oral examination

Once the examiners have received your thesis they are asked to accept a timescale of 3 months in which to complete the oral examination. Detailed arrangements for the oral examination, which is normally held in the parent school, are made by the Internal Examiner. The School/Examiners are

²⁵ The University does provide all examiners with good practice advice on the conduct of the oral examination and you may find it helpful to consult this [advice](#) when preparing for your viva.

²⁶ With the exception of research degrees in the modern languages, where, in certain circumstances the viva might, with the agreement of the examiners, be conducted in a [language other than English](#)

²⁷ Your copy of the thesis may be annotated or referenced with e.g. post-it notes, for example to mark editorial errors you have spotted when re-reading the thesis or help you find sections quickly.

expected to take account of known religious observances when arranging the oral examination. PGR&O does not make these arrangements.

5.4 Timescales for the examination

PGRs must bear in mind that the examination of theses can take some time. **You should plan for a period of around 6 months from the date of submission.** Your thesis will be sent out to your Examiners normally within 2 working days of submission, providing that your thesis meets the University's requirements and your examination entry workflow has been approved by the Examinations Group²⁸. Once the examiners have received your thesis they are asked to accept a timescale of 3 months in which to complete the oral examination. If you are successful in the examination, there could be a further period after this when you will be required to undertake minor corrections to the thesis (up to 12 weeks).

5.5 Attendance for the oral examination

The University requires PGRs to be in attendance in person for their oral examination. It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners (6 months in the case of MD candidates). PGRs must make all reasonable efforts to attend for the oral examination in this period, for example making appropriate leave arrangements if in employment and visa/travel arrangements if travelling from elsewhere. Should exceptional circumstances arise which might prevent you from attending for the oral examination in this period please contact your Director of PGR Studies at the earliest opportunity.

No award of a research degree can be considered unless the oral examination is completed. If circumstances arise which prevent you from attending your oral examination you must provide a valid reason supported by documentary evidence (for example a medical note in the case of illness). Cases will be considered by the Graduate Board's Examinations Group. If you are able to provide a substantiated valid reason for your unavailability/absence permission may be given to delay, postpone or reschedule an oral examination. However, if you are unable to provide a substantiated valid reason, this may result in you being withdrawn from the University with no further opportunity to complete the oral examination.

No PGR will normally be granted a period of postponement to the oral examination of more than 12 months from the date the thesis is sent out to the examiners (15 months in the case of MD). Bearing in mind that examiners may become unavailable for various reasons, and a topic, once original may not remain so indefinitely, it is extremely unlikely that a request for a postponement to the oral examination exceeding these periods will be granted.

If you are studying on a Tier 4 visa, and your oral examination is scheduled outside of 3 months from submission of your thesis, the University may not be able to continue to sponsor you to remain in the UK whilst you are 'awaiting examination'. In this instance you should contact the International

²⁸ If PGR & Operations has only recently received your exam entry form (or your form has not yet been received) there will be a delay in sending your thesis out which may delay arrangements for your viva.

Student Office for advice. Those PGRs who have submitted their thesis and are preparing for their viva must continue to attend to the satisfaction of their School.

5.6 Attendance of your Supervisor at the viva

You may invite **one** of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the examination and takes no part in the academic judgement and the decision making process. They must leave the room after the examination (along with you) so the examiners can discuss their recommendation. The examiners have the right to ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the examination. Those present at the examination will be the PGR, the external examiner(s), the internal examiner(s), the independent chair (if appointed) and one of the supervisors (as an observer if it is decided that they should be present). If you have more than one supervisor, only one supervisor is permitted to attend the examination. If they are not going to be present as an observer the supervisor (or appropriate individual e.g. Director of PGR Studies or Advisor) is required to be available for contact if necessary (ideally in the School but contactable by telephone is acceptable).

5.7 Attendance of an independent chair

In some circumstances an independent chair may be appointed. The role of the independent chair is to ensure that the examination is conducted in accordance with University regulations. The independent chair is not expected to be an expert in the subject area, although they should be from a cognate discipline and is not expected to read the thesis or play a role in academic examination or question the candidate on the work being examined at the oral examination. Further details are given in the [Criteria for the appointment of examiners and independent chairs](#).

5.8 'Mitigating circumstances' for PGRs

For postgraduate researchers, the Graduate Board accommodates 'mitigating circumstances' by considering a period of suspension or extension of study which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination²⁹. For research degrees there can be no "mitigating circumstances" with the criteria for award. In order to be eligible for the award of the degree, all PGRs must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. Any mitigating circumstances which may have affected the PGR during their period of study should not be taken into account as part of the assessment of the thesis and should never lead the examiners to award a research degree where the work is not felt to be of the appropriate standard. However such factors might be taken into account when determining whether any reasonable adjustments to the examination process should be considered, for example in the case of a disability, or in terms of what support may be needed in order to complete any amendments to the thesis after the examination.

²⁹ See the full [suspension and extension policy](#)

6. The result of the examination

6 The outcome of the examination

The result of the examination should be given informally to you, normally after the oral examination³⁰. **You will be given one** of the following recommendations based on the assessment of the written thesis and the performance in the viva³¹:

- a) that the degree be awarded (without corrections)
- b) that the degree be awarded subject to editorial and presentational corrections
- c) that the degree be awarded subject to the correction of minor deficiencies
- d) that the thesis be referred for resubmission
- e) that no research degree be awarded

In the case of PhD submissions the following recommendations are also available:

- a) that the degree of MPhil be awarded (without corrections)
- b) that the degree of MPhil be awarded subject to editorial & presentational corrections
- c) that the degree of MPhil be awarded subject to the correction of minor deficiencies
- d) that the thesis be referred for resubmission for the degree of MPhil

6.1 Award (without corrections)

An award without corrections means that you have met the learning outcomes, and the thesis satisfies the requirements for award and does not require any alterations. You must now submit your final, hard bound thesis to PGR&O and upload a copy of your pdf 'eThesis' format within 1 month of your oral examination (see sections 8 and 9 of this Guide).

6.2 Award subject to editorial and presentational corrections

An award subject to editorial and presentational corrections means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain minor editorial errors (e.g. trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other 'signpost' material for the sake of clarity).

Your examiners will advise you of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from PGR&O. Your corrections

³⁰ This must be within 24 hours of completion of the oral examination

³¹ Mastership by Research and MPhil degrees may be awarded with distinction; this is not possible with other research degrees. However, where examiners identify doctoral candidates who have submitted an [excellent thesis](#) a recommendation can be made by the examiners for a letter recognising this outstanding achievement from the Dean of the Leeds Doctoral College.

must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections you must then submit your hard bound thesis and upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections. Please see sections 8 and 9 of this Guide for further advice on final thesis submission.

6.3 Award subject to minor deficiencies

An award subject to minor deficiencies means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain deficiencies which are genuinely minor in nature (e.g. rewriting of sections, correcting calculations or clarifying arguments and the correction of minor typographical errors).

Your internal examiner will advise you in writing (normally within 1 working day of the viva) of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from PGR&O. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the oral examination. Please see section 7 of this Guide. When your internal examiner has approved your corrections you must then submit your hard bound thesis and upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections. Please see sections 8 and 9 of this Guide.

6.4 Referral for resubmission³²

The decision to "refer" a thesis is normally interpreted as signifying that, although the thesis is potentially of a standard to merit the award of the degree concerned it does not, at this stage, satisfy the requirements for award and certain sections and/or aspects of the thesis are in need of alteration and improvement and a re-examination of the work will be required. It is expected that the candidate will be able to complete the alterations within a reasonable time. A thesis may also be referred in circumstances where the PGR does not completely satisfy the examiners through their performance at the oral examination that the award of the degree is justified at this stage.

You will be required to revise your thesis, which may entail further research or any other activity required by the examiners, and resubmit this for re-examination. The examiners will prepare "Notes for Guidance" which will set out what needs to be done in order for the thesis to reach the standards required for the award of the degree. The examiners' report and their notes for guidance will be issued to you by PGR&O after approval by the Examinations Group with a letter describing how to resubmit for re-examination.

More detailed information covering the referral and resubmission process is available in a separate Guide for referred PGRs on the [website](#).

6.5 MPhil award on a PhD submission³²

This recommendation applies to those PhD PGRs 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. The examiners'

report will provide reasons why this decision has been reached and this will be sent to you by PGR&O after approval by the Examinations Group.

6.6 Fail³²

If the examiners' recommend that the thesis be failed there is no further opportunity to revise and submit the work. In their report the examiners must clearly explain their reasons for not recommending the award of a degree and this will be sent to you by PGR & Operations after approval by the Graduate Board's Examinations Group.

6.7 Graduate Board's Examinations Group

After the viva the examiners must produce a joint report which outlines their recommendation. The recommendation of the examiners is subject to confirmation by the Graduate Board's Examinations Group. In some cases the Group may request further information from your examiners before giving final approval to the report.

For a recommendation for award

The examiners' report must be considered at the [next meeting](#) of the Examinations Group. You should be given details of any editorial and presentational correction or minor deficiencies directly from your examiners within 24 hours of your viva and should begin work on these immediately. A copy of the approved examiners' report will be emailed to your University email account (and your supervisor) by PGR&O after your name has appeared on a pass list. Please allow a period of at least 8 weeks from the date of the pass list for the report to be sent.

For a recommendation for referral for resubmission

The examiners' report and notes for guidance must be submitted to PGR&O for scrutiny by Examinations Group. For referred PGRs, the report and notes for guidance do not have to wait for a full meeting of the Group and are considered on a continuous basis between meetings. PGRO aim to send you your report and notes for guidance within a period of 2-3 weeks of receipt of the report and notes for guidance but if for any reason it will not be possible to meet this timescale you will be kept informed. The examiners' report and their notes for guidance will be issued to you by PGR&O after approval by the Examinations Group with a letter describing how to resubmit for re-examination. Schools are not permitted to issue informal notes for guidance and any advice given at the time of the viva or immediately after, is informal.

For a recommendation that no research degree award be made

The examiners' report must be considered at the [next meeting](#) of the Examinations Group. A copy of the approved examiners' report will be emailed to your University email account by PGR&O after approval by the Examinations Group. The period for submitting an appeal against an adverse decision does not begin until you have been sent formal notification by PGR&O of the outcome of your examination.

³² In some circumstances PGRs may appeal against an adverse academic decision. The procedure governing the consideration of PGRs appeals can be found at: http://www.leeds.ac.uk/secretariat/student_cases.html. PGRs seeking advice and support in the preparation of an appeal may contact the Student Advice Centre of the Leeds University Union where experienced staff are available to provide guidance

7. Completing corrections to your thesis (after successful examination)

7.1 Correcting any presentational and editorial corrections or minor deficiencies

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard such that the criteria for award have been met.

After successful examination you should begin to prepare the final version of your thesis by undertaking any corrections and returning these to your Internal Examiner within the normal time period (4 weeks for editorial & presentational corrections & 12 weeks for minor deficiencies). Individual pages of the thesis must be fully corrected and it is not possible to simply provide an errata page. You must also ensure that the thesis abstract remains appropriate.

You are advised to consult with your Supervisor(s) throughout this process. **The Internal Examiner does not take a supervisory role during the correction period.** They may, however, provide clarification of the corrections required. If you are unclear about any of the minor deficiencies requiring correction you must seek clarification promptly, and at an early point in the correction period. You should consult with your supervisor in the first instance and, if appropriate, your supervisor may contact the Internal Examiner for further clarification³³.

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline you must draw this promptly to the attention of your Faculty/School PGR Administrator (or your supervisor or Director of PGR Studies). In some circumstances the Examinations Group may consider a short extension to a correction deadline – please see section 7.3 or further advice.

7.2 Approval of your corrections by the Internal Examiner

Once the corrections have been completed you must submit these to your internal examiner for checking. The external examiner must be consulted on the corrections if they wish.

To assist in the process of checking and approving the corrections it is strongly recommended that you provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer.

Once your internal examiner has approved the corrections they should notify PGR & Operations by email to rp_examinations@adm.leeds.ac.uk

³³ PGRs working on corrections may still have contact with their supervisor and must continue to attend to the satisfaction of their School

At this point you can have the final thesis printed and hard bound in accordance with [Section 8](#) below. Any PDF “eThesis” to be deposited with the University can also be prepared (see [Section 9](#)).

Once your internal examiner has approved the corrections to your thesis you should go ahead and arrange for the submission of your hard bound thesis (and eThesis if required) and should not wait for formal communication from PGR & Operations.

7.3 Extensions to the correction periods

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline you must draw this promptly to the attention of your Faculty/School PGR Administrator (or your supervisor or Director of PGR Studies).

The University does not prescribe whether a PGR is expected to work full-time on their corrections, or a number of hours per day, as it is acknowledged that at this point in their candidature many PGRs will already have taken up other responsibilities and commitments. In keeping with this, the Graduate Board’s Examinations Group will consider a short extension to the correction deadline if PGRs experience difficulties during the correction period and need extra time because of, for example, illness, work or family commitments.

Further advice can be found in the [suspension and extension policy](#).

7.4 Failure to complete corrections to the satisfaction of the internal examiner

Recommendations for award subject to editorial and presentational corrections or minor deficiencies cannot be confirmed unless the internal examiner is satisfied that the required corrections have been carried out to a satisfactory standard such that all the criteria for award have been met. If the corrections are not completed satisfactorily it will be deemed that the PGR has not complied with the requirements for award.

Normally only one attempt at the corrections is permitted and it is expected that the corrections will be carried out to a satisfactory standard on the first attempt.

If after checking the corrections, the internal examiner is of the view that not all of the required corrections have been carried out to a satisfactory standard, exceptional permission will be required from the Examinations Group to allow for a further correction period to address any outstanding corrections and allow for the conditions for award to be fully met. A case must be made by the Director of PGR Studies for consideration by the Examinations Group.

Normally only one additional correction period and attempt at the corrections will be permitted. The period allowed will not normally exceed one-month. If after this period the internal examiner is still not satisfied with the corrections carried out to the thesis it will be deemed that the PGR has not complied with the requirements for award and the candidature will come to an end with no research degree awarded.

8. Preparing & submitting your final thesis (after successful examination)

8.1 Preparing your final thesis (after successful oral examination)

All PGRs must submit their successful thesis for retention in the Library in hard bound format. If you started a doctoral research degree in or after September 2009 you are *required* to submit your thesis in both hard bound format and eThesis format. If you started a doctoral research degree before September 2009 you are *required* to submit your thesis in hard bound format and are *strongly encouraged* to deposit a copy of your thesis in eThesis format. If you are an MPhil and Masters by Research PGR you are *required* to submit your thesis in hard bound format but are *exempt* from the requirement to deposit an eThesis.

8.2 Format of the hard bound thesis (and eThesis) contents

The final version of the thesis must be produced in accordance with the regulations set out in Section 3 above ([Format of Thesis Contents](#)) which also applied to the soft bound thesis submitted for examination, including paper, text size, pagination etc.

8.3 Format and presentation of the hard bound covering

The binding must be of a fixed kind in which the leaves are permanently secured and must be in the standard, hard bound format for theses at the University of Leeds. The covering must be in the standard form of dark green cloth (Arbelave 563 or similar material and colour used by a recognised binder). Lettering on the binding of the thesis must be in gilt, embossed (blocked) into the cloth as follows:

Cover title: the outside front cover must bear **only** the title of the thesis in at least 18 pt. (5 mm) lettering

Spine title: the spine should include **only** the following in 18 pt. (5 mm)³⁴ lettering:

- (i) all the initials and the surname of the PGR³⁵;
- (ii) the School(s)³⁶ (or appropriate academic Centre as shown on the title page - see Section 3 [Title Page](#) [e] above);
- (iii) the qualification for which the thesis is submitted **in abbreviated form**³⁷;
- (iv) the year of submission **for examination**³⁸.

³⁴ Where necessary a smaller point size may be used

³⁵ The presentation of your name must correspond to the name held in the University's registration records, including forename and all middle names.

³⁶ For PGRs registered at an accredited institution your name should be followed by the name of the institution and the Department. If there is insufficient space the Department may be omitted.

³⁷ Abbreviated as follows, either: PhD, EdD, MD, DClinPsychol, DClinDent, MPhil, MSc, MSc(Eng), MA

³⁸ Or resubmission where the thesis is submitted following re-examination after referral

The lettering on the spine should read from top to bottom, i.e. so as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume, the spine should also bear the number of each volume. An [example of the spine and abbreviations to be used](#) can be found on the website. Sample theses can also be viewed in PGR&O.

The [University's Print and Copy Bureau](#) (PCB) can help with binding your thesis according to these requirements. They also offer an on-line service if you are no longer in Leeds. To order a hard bound thesis through PCB you can:

- Bring your printed thesis to PCB
- Use the Print Cloud (web site <http://pcb.leeds.ac.uk>) (PDF is required)
- Email your thesis to PCB binding (PDF is required)

PCB will confirm the price once they have received the pdf (unless you order your thesis via the print cloud). Payment must be made before the thesis can be printed and bound. Payment can be made in person or by phone 0113 343 2668³⁹. Please contact PCB directly for further advice (email pcb@leeds.ac.uk or telephone: 0113 343 2668).

Theses are collected from PCB for hard binding on a Tuesday and a Friday afternoon:⁴⁰

- A thesis for binding brought into PCB before 12pm on a Tuesday will normally be available for collection after 3.30pm on the following Friday.
- A thesis for binding brought in before 12pm on a Friday will normally be available for collection after 3.30pm on the following Tuesday

If you are no longer in Leeds and you are having your thesis bound by PCB you can make arrangements for a member of PGR & Operations to collect your hard bound thesis from PCB on your behalf. Please email the thesis examination section to make arrangements (rp_examinations@adm.leeds.ac.uk).

8.4 [Submitting your hard bound thesis](#)

One copy of the final, corrected hard bound thesis must be submitted to PGR & Operations. This copy will be sent to the University Library after your name has appeared on a pass list. Some Schools also hold a copy of the final thesis in a local library or with the Supervisor. **You must check with your School/Supervisor whether a second hard bound copy of the thesis is also required for these purposes.** If a second copy is required this must be provided and failure to do so will delay the award of your degree. Arrangements for deposit of any required second copy should be

³⁹ PCB will require the long card no. expiry date and 3 digit security code on the reverse. Arrangements can be made to pay via Pay Pal after PCB have confirmed the price.

⁴⁰ Times may vary during Bank Holiday weekends, Easter and Christmas breaks. To confirm, please contact PCB directly.

made directly with your Supervisor or School/Faculty Office (not PGR&O). **For PGRs registered at one of the Accredited Institutions (York St John University or Leeds Trinity University) two hard bound copies must be submitted.** One copy will be held in the University of Leeds Library, the other copy will be returned to the Accredited Institution for its Library.

If you were recommended for the award of the degree without corrections, the final hard bound thesis⁴¹, must normally be submitted to PGR & Operations by no later than **1 month**⁴² after the date of the viva. If your examiners' recommendation was minor editorial corrections or stated minor deficiencies, the deadline is normally by no later than **1 month** after the internal examiner has given approval to the corrections made to the thesis.

8.5 Thesis embargo arrangements (for doctoral candidates)

PGRs required to deposit an eThesis will be asked to specify the retention of thesis arrangements for the library as part of the eThesis upload process. Please see section 9 below.

8.6 Thesis embargo arrangements (for MPhil and Mastership by Research candidates)

Any PGR not required to deposit an eThesis must complete a print [Thesis Deposit Form](#) and submit this to PGR & Operations with the final, hard bound thesis. This form specifies the retention of thesis arrangements for the library and whether or not your thesis can be made immediately available.

8.7 Checklist: for the submission of the final copies of the thesis after examination

For doctoral PGRs who commenced study in or after September 2009

The following must be submitted at the Student Services Centre Counter (or by post):

- 1 fully corrected, hardbound version of the thesis⁴³

The following must also be submitted using the online deposit process (see section 9)

- 1 pdf eThesis copy of the thesis (full text)

For MPhil and Masters, or doctoral PGRs who commenced before Sept 2009

The following must be submitted at the Student Services Centre Counter (or by post):

- 1 fully corrected, hardbound version of the thesis³⁹
- A completed [Thesis Deposit Form](#)

⁴¹ and your eThesis uploaded if required

⁴² For candidates who submitted their thesis for examination after 01/09/2015. If you experience any problems meeting this deadline for submission please contact PGR & Operations for advice.

⁴³ 2 hard bound copies are required for PGRs registered at the Accredited Institutions (YSJU or LTU)

9. Preparing & depositing your eThesis (after successful examination)

9.1 Submission of an eThesis (after successful oral examination)

Leeds has worked with the Universities of Sheffield and York to develop [White Rose eTheses Online \(WREO\)](#), an open access repository to store digital copies of successful doctoral theses. Storing theses and making them available in an open-access repository is common practice both in the UK and internationally and ensures that the theses are appropriately described, safely housed and easy to obtain. Benefits include:

- Your thesis is more likely to be widely read.
- Theses are immediately available and readily searchable - potential readers will be able to find a stored eThesis through an ordinary search engine such as Google or specialist, academic search engines.
- Your eThesis will be made available to the British Library's EThOS Service (Electronic Theses Online Service).
- The worldwide visibility of UK higher education research is increased.
- An underused primary research is made available.
- The profile of the researcher, institution and individual schools may be raised.
- eThesis submission can help you meet the requirements of your funding body (for example research councils)⁴⁴

The University has approved the following arrangements:

- If you started a doctoral research degree in or after September 2009
You are *required* to submit your thesis in both hard bound and eThesis format in addition.
- If you started a doctoral research degree before September 2009
You are *required* to submit your thesis in hard bound format and are *strongly encouraged* to deposit a copy of your thesis in eThesis format.
- If you are an MPhil and Mastership by Research PGR
You are *required* to submit your thesis in hard bound format but are *exempt* from the requirement to deposit an eThesis.

⁴⁴ From the Research Council UK “*In the case of Ph.D. theses funded by Research Councils, metadata describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award. Councils recognise that commercial, collaborative or publication arrangements may necessitate a slight delay; this can be at the University's discretion but RCUK expects the thesis to be deposited as soon as possible.*”

9.2 Preparing your **final** eThesis file

Where to upload

You will need to deposit the final eThesis (and redacted eThesis if required) using the [online eThesis deposit process](#). You can specify the thesis retention arrangements and upload your eThesis using the simple online deposit process.

When to upload

You should only upload the final, corrected version of your eThesis normally within one month of your internal examiner approving the correction of any editorial and presentational corrections or minor deficiencies to your thesis. If there were no corrections required the deadline for deposit is normally within one month of the viva.

What to upload

One complete eThesis file **MUST** be supplied as follows:

- This must be a single PDF file exactly replicating the content of the final, corrected printed and hard bound copy of your thesis (including all appendices).
- Theses produced using other packages (Word, LaTeX etc) must be converted to PDF.
- On opening the file the first page accessed by the user should be the title page of the thesis.
- The eThesis should be given a standard filename which follows the format of the hard-copy: Surname & initials, school, degree, year of submission, for example: Smith_ABC_Chemistry_PhD_2018.PDF⁴⁵.

How to upload your eThesis

You can find a step-by-step walk through of the deposit process on the [Library website](#). You will need to create an account and register, after which you will receive confirmation of your username and password. From here you can manage your eThesis deposit via the 'Manage deposits' page. This will take you through a range of screens where you enter details about your thesis, including whether an embargo on access is needed, and upload your eThesis (and redacted eThesis if required).

Once the upload process has been completed you will receive confirmation via email. A confirmation email will also be sent to your supervisor and to PGR and Operations staff. Please make sure you include the names of all your supervisors and their email addresses as part of the online process.

When the eThesis will be made live

The uploaded file will not go live until after your degree has been awarded and your name has appeared on a pass list. However if you have placed an embargo on access to your thesis then the

⁴⁵ The filename will be visible to anyone accessing your eThesis. For this reason it is important that you follow the filename format and do not include other information (e.g. your student ID number) in the filename

files will not go live until after the embargo has expired (although your name, thesis title and abstract will be visible in the WREO record after the pass list has been published).

Preparing a redacted eThesis (if required)

Please consult the [Library website](#)⁴⁶ for further advice on using copyrighted material in your thesis and publishing material from your thesis (prior to and after submission).

PGRs are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of their thesis. However, it is recognised that in some cases it may not be possible to gain permission, either because permission is declined, no response is received or because it would be too expensive. This means that you will not be able to make the full text of your eThesis available online. If you have not been able to obtain the permission of the copyright holder, you will need to prepare two versions of your eThesis as follows⁴⁷:

- *eThesis 1*: A “complete eThesis” - a single file exactly replicating the content of the final, corrected printed/bound copy of your thesis.
- *eThesis 2*: **If supported by the Faculty/School**, a “redacted eThesis” with any third party copyright material redacted and replaced with a statement such as *“This image has been removed by the author of this thesis for copyright reasons”*. If possible, when removing material, a placeholder should be included to retain the pagination of the original document. A complete eThesis file **MUST** still be supplied but will not be made available online. After the end of any embargo period placed on the thesis only the redacted eThesis will be made available for access.

Name in the WREO records

The name which appears in the Library and WREO records must be the full legal name held in the University’s registration records⁴⁸. It is very important in terms of any future requests the University receives to verify your degree that all records match. You must use your full registered name on both your hard bound thesis and your eThesis. You must enter your full, registered name – including any and all middle names held in the records – when you complete the online thesis deposit form as part of the eThesis upload process. If the name you enter does not, for any reason, correspond with that which appears on the University pass list it will be amended in the WREO/Library records to correspond with the pass list.

⁴⁶ https://library.leeds.ac.uk/info/1405/copyright/42/copyright_for_theses

⁴⁷ Further information is available on the [eThesis website](#). Please contact PGR & Operations if you feel it will be necessary to submit a redacted eThesis: rp_examinations@adm.leeds.ac.uk

⁴⁸ You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and this is the name that will appear on the pass list and your certificate.

10. Thesis embargo arrangements (for doctoral theses)

10.1 Thesis embargo arrangements (for doctoral candidates)

Wherever possible, theses should be made 'open access' (i.e. freely available for access). If there are no confidentiality, commercial or publication constraints the full text of your thesis can normally be made immediately available in WREO with no embargo or restriction.

However in some cases immediate access to a thesis may not be possible and it may be necessary to restrict access to the full text of your thesis by applying a temporary embargo on the thesis. Examples of when a temporary embargo might be considered include:

- where the thesis includes confidential or politically-sensitive information.
- where the thesis includes commercially-sensitive information.
- where there is a journal article, monograph or other publication from the thesis pending.

10.2 Length of embargo

Access to the full text of the thesis can normally be restricted for one, two, three, or five years⁴⁹. The same embargo period will be applied to both the eThesis and the hard bound copy of your thesis.

In the case of Ph.D. theses funded by Research Councils, RCUK Terms and Conditions require that metadata (name, thesis title, abstract) describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award. Councils recognise that commercial, collaborative or publication arrangements may necessitate a slight delay; this can be at the University's discretion but RCUK expects the thesis to be available as soon as possible.

10.3 Agreeing the retention of thesis arrangements with your Supervisor

Decisions on whether an embargo is required and how long is appropriate should be taken in consultation between the PGR and their supervisor(s). Therefore, before you upload your eThesis you must discuss the retention of thesis arrangements with your supervisor(s) so you know whether to ask the University to embargo your thesis from immediate publication. This could be particularly important if your research has been carried out as part of a research group and you must therefore discuss these matters with your supervisor(s) before you upload your thesis. Some commercial sponsors may also require that restrictions be placed upon access to the thesis.

⁴⁹ In the case of a patent pending or in other exceptional circumstances, it may be possible to embargo your thesis for longer. If you think this might be necessary you should consult with your Supervisor in the first instance. A case must be made by your Director of PGR Studies to PGR&O. All requests will be considered by the Graduate Board's Examinations Group.

Where a publication is likely to emerge from the thesis you may want to apply an embargo to your thesis, restricting access for a set period of time to allow for publishing. Your supervisor will be best placed to advise you on this. Please consult the [Library website](#) for further advice on copyright relating to publishing material from your thesis.

As part of the eThesis upload process you will be asked to specify the retention of thesis arrangements for the library and indicate any embargo that has been agreed with your supervisor. Email confirmation will be sent to you, your Supervisor and PGRO. Your Supervisor is asked to inform PGRO if any change is required to the embargo period you selected and may require the embargo period to be increased or reduced.

If an embargo is placed on the thesis, certain data will still be visible in the University Library catalogue and in WREO, including your name, thesis title and the abstract of your thesis. However the full text of your thesis will not be accessible until after the expiry of the embargo period.⁵⁰

10.4 [Release of the thesis after the embargo period](#)

After the embargo period both the hard-bound copy and the eThesis will automatically be released and will be available for access. If you submitted a redacted eThesis, after the end of any embargo period placed only the redacted eThesis will be made available for access.

10.5 [Changes to the embargo period](#)

It is your responsibility to contact PGR & Operations (rp_examinations@adm.leeds.ac.uk) before the end of the embargo period if you wish to change the period of restriction (either to reduce or extend the embargo period). An extension to the embargo period, or lifting an embargo in advance of the set date, may normally only be done with the agreement of the supervisor(s).

10.6 [Creative Commons Licence](#)

As part of the eThesis upload process you will also be asked to indicate a Creative Commons Licence for your work. This licence protects you as the author of the work and clarifies (and limits) the uses that others may make of your work without them needing to ask you for permission. Please consult the [Library website](#) for further advice on Licensing your thesis for others to use and protecting your rights as the author of the thesis.

⁵⁰ In exceptional cases, it may be necessary to hide all details about a thesis from public view, including your name, thesis title and abstract. If you think this might be necessary you should consult with your Supervisor in the first instance so that the matter can be raised with your Director of PGR Studies. A case must be made by your Director of PGR Studies to PGR&O. All requests will be considered by the Graduate Board's Examinations Group. You should do this before you upload your eThesis.

11. Award of your degree and graduation

11.1 Award of a research degree

The award of a research degree cannot be confirmed until certain conditions have been met. The report and recommendation of your examiners is subject to approval by the Examinations Group. You must complete any corrections to the satisfaction of your internal examiner and submit your corrected, hard bound thesis to PGR&O (plus deposit an eThesis where prescribed).

Your research degree can be awarded and your name published on a pass list once **all** the following conditions have been met:

- Your examiners' report has been approved by the Examinations Group at a [meeting](#);
- PGR&O has received confirmation that the internal examiner is satisfied with any corrections
- PGR&O has received one copy of the final, corrected, hard bound thesis⁵¹;
- You have deposited the full text version of your eThesis in WREO⁵² (if applicable⁵³).
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

In accordance with the decision of the Graduate Board no exceptions will be permitted and staff in PGR & Operations have no discretion in these matters.

If you used GRAD for your examination entry arrangements and PDF thesis submission, after the date of the Examinations Group meeting you can track progress towards award in GRAD via the 'award checklist'.

Please remember to return any borrowed equipment and Library books and check with your School/Faculty about any leavers' protocol which you may need to follow.

11.2 Publication of Pass List

Pass Lists are published regularly throughout the year. Once your name has appeared on a pass list you will receive an email (to your University account) confirming that the award of your degree has been made.

⁵¹ 2 copies for PGRs registered at one of the Accredited Institutions (YSJU or LTU)

⁵² PGR&O will receive an automatic email notification once this has been completed.

⁵³ MPhil & Masters PGRS, or doctoral PGRs starting before Sept 2009 & not depositing an eThesis, must submit a completed [Thesis Deposit Form](#) with their hard bound thesis.

11.3 Graduation choices

Degree ceremonies are held in July and December of each year. Further information is published on the [University's Graduation Pages](#). Please note attendance at a degree ceremony is not guaranteed and is subject to the award of your degree before the ceremonies. The examination of theses can take time and the University cannot guarantee that a thesis will always be examined in time for the next graduation ceremony. If you do not wish to attend a ceremony, you can choose to have your degree conferred *in absentia* and your certificate will be posted to you. A degree can only be conferred on one occasion, *either* at a degree ceremony *or* in absentia.

You will be required to register your graduation choice (either a ceremony or in absentia) on-line after you have submitted your thesis for examination. Further instructions can be found on the [University's Graduation Pages](#). Registration for graduation will not be available until after you have submitted your thesis to PGR&O for examination, however you do not need to wait until your name has appeared on a pass list in order to register your graduation preference and you should do so once online registration has opened and before the deadline for registration for each set of ceremonies.

11.4 Degree Certificate

The University provides each successful PGR with one original copy only of the certificate bearing their full name according to University records on the date on which their degree was awarded (the date of the Graduate Board's Examinations Group meeting). The date of award which appears on the final degree certificate and the Diploma Supplement and Statement is the date of the Graduate Board's Examinations Group meeting at which the report and recommendation of the examiners' report was considered and approved.

11.5 Diploma supplement and statement

At Leeds, a Diploma Supplement and Statement is issued to PGRs who commenced study in or after September 2003 together with their certificate. An information booklet is included which describes the level and nature of the award and of the awarding body.

11.6 Award statements

After your name has appeared on a Pass List, if you require evidence of your award you may wish to request a statement. The statement will confirm: your period of study, School of registration, thesis title, submission date for examination, viva date, date of award and graduation date. Statements usually take up to 5 working days to process (please note that if you apply for a statement before your name has appeared on a pass list the 5 working day period will begin from the date of publication of the pass list). Statements are provided free of charge for the first 3 months after your name has appeared on a pass list. Requests can be made in writing to the thesis examination section (rp_examinations@adm.leeds.ac.uk). After 3 months, statements should be ordered through the University's [Online Store](#) and there is a small charge.

August 2018

(Updated November 2018 to add reduction and early submission links)

(Updated January 2019 with changes to the bank holiday/weekend deadline policy)