

University Code of Practice for Research Degree Candidatures (with effect from session 2018/19)

Within this Code, Executive Deans may delegate some of their responsibilities to the Head of the Faculty Graduate School, to Heads of Schools and / or Directors of PGR Studies within the Faculty.

1. General

- 1.1 Postgraduate researchers (PGRs) are an essential part of the research activity at Leeds. This Code sets out a framework of shared responsibilities between the University, supervisors and PGRs with the aim of delivering successful research degree programmes according to national and international expectations and to inspire all our PGRs to develop their full potential.
- 1.2 This Code of Practice also outlines for PGRs the minimum standards they can expect in connection with the supervision of their research degree study at the University of Leeds. Executive Deans of Faculties are responsible for the provision of the resources to implement the University Code of Practice. Where Faculty practices differ from University-wide norms this is outlined in the Annex to the Code. Faculties must ensure that the University Code and Annex are made available to PGRs and academic staff.
- 1.3 The Code recognises that the previous experience and training of PGRs will differ. The specific needs of individuals will be taken into account in its implementation.

2. Management Structure

- 2.1 The Dean of the Leeds Doctoral College maintains strategic oversight of the PGR experience and works through the Graduate Board to develop policies that maintain and assure the academic standards of research degree awards and enhance the experience of PGRs.
- 2.2 Each Faculty has a Graduate School led by the Head of the Faculty Graduate School. The Head of the Faculty Graduate School chairs the Faculty Graduate School Committee and the Faculty Executive Deans may allocate responsibilities via the Faculty Graduate School Committee and the Head of the Faculty Graduate School to Schools or to other appropriate units within the Faculty ([see note 1](#)). There must be a Director of PGR Studies in each School. The appointment of the Director of PGR Studies is recommended by the relevant Head of School to the Faculty Graduate School Committee with the appointment being confirmed by the Graduate Board. The Director of PGR Studies (subject to the overall responsibility of the Head of the Faculty Graduate School and the Head of School) has general responsibility for co-ordinating admissions, pastoral care, recording and monitoring of progress and attendance of PGRs (with absence being reported) and for liaison with Postgraduate Research and Operations. Deputy Directors may also be appointed to share responsibilities. Schools must implement a clear and effective method for report and discussion of individual matters and matters of policy whether via a School Postgraduate Research Committee, via the Faculty Graduate School Committee directly, or by some other clearly defined route.

3. Admission

- 3.1 The [minimum requirements for entry](#) to research degree study are stated on the University web site as well as in the [Ordinance and Regulations](#) for research degrees. Applications for admission to postgraduate research will be considered under arrangements specified by the Faculty Graduate School Committee. The

consideration of applications will normally be undertaken by the Director of PGR Studies and potential supervisors. At least two members of staff will be involved in the consideration of each application which meets the minimum entry requirements (see notes 2 and 3). The suitability and qualifications of all applicants should be carefully considered in the light of the entry requirements for the particular degree programme and other requirements of the University (eg English language requirements). Applicants must be accepted only where appropriate expertise for supervision and adequate resources (eg equipment, library collections, computing facilities and software) are available. Arrangements must be in place to consider any potential ethical issues.

- 3.2 Applicants must be interviewed before an offer of admission can be made. At least two members of academic staff (including at least one of the potential supervisors and another member of staff who is not a member of the proposed supervisory team) should normally be involved in conducting the interview. The interview must be conducted in English. Where a face-to-face interview is impractical the interview may be conducted by telephone, Skype or other similar software package. Guidance notes on good interview practice will be provided by Graduate Schools.
- 3.3 Accreditation for Prior Learning (APL) will be considered in respect of the taught components of a research degree programme only. Applications will normally be made at the time of admission and considered by the relevant Faculty/School in accordance with the procedure set out in the [programme of study specification](#). Graduate Board will be advised of any decisions taken. APL is not permitted, in any circumstances, against the research thesis or thesis preparation components.
- 3.4 Where the applicant's first language is not English, steps should be taken to ensure (for example from the results of tests taken by the applicant) that they have a sufficient grasp of the language to embark on the research, bearing in mind the demands of the discipline and the University's Regulations ([see note 4](#)). Where PGRs have satisfied the English language requirements, but further English language training needs are identified after admission, it should be ensured that appropriate arrangements are made ([see note 5](#)) and these are included in the training needs analysis and training plan (see 4.3 (vi) and 4.6(i) below).
- 3.5 Formal offers of admission, which will include any conditions to be met prior to entry, can only be made by Postgraduate Research and Operations acting on behalf of the University's Graduate Board. Directors of PGR Studies must make clear any conditions to offer (such as the need for preliminary or additional courses and the charging of bench fees) so that these can be specified in the offer and brought to the attention of the PGR and sponsors where relevant ([see note 6](#)). The University Code of Practice on Research Degree Candidatures will be drawn to the attention of candidates with their offer of admission.

4. Supervision

- 4.1 It is the responsibility of the Executive Dean of the Faculty, Head of the Faculty Graduate School or the Head of the School ([see note 7](#)) to recommend suitable supervisors for appointment by the Graduate Board. One supervisor must be identified as the main supervisor. All those appointed as supervisors must meet the [criteria](#) specified by the University and must have undertaken appropriate training.
- 4.2 Supervisors will be provisionally appointed at the time that a PGR receives a formal offer of admission by the University, and this will be confirmed or, where appropriate, alternative arrangements made when the PGR registers. The University strongly recommends a co-supervision model, but in exceptional cases, where only one supervisor is appointed, an Advisor will also be appointed by the

Head of School (see note 7). It is the responsibility of the Head of School (see note 7) and the Head of the Faculty Graduate School to ensure that no supervisor is overloaded with supervisory responsibilities and the position of individual members of staff should be reviewed regularly (see note 8).

4.3 The responsibilities of a supervisor may be summarised as follows:

- (i) ensuring that the PGR is introduced to the facilities of the Faculty or School and the University that are relevant to the research and that they are fully aware of relevant Health and Safety regulations;
- (ii) assisting the PGR in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship should be carefully considered;
- (iii) assisting the PGR to clarify the research question which the study seeks to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;
- (iv) ensuring, in consultation with the Head of School (see note 7), that the PGR has access to the necessary facilities for the research;
- (v) approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to PGRs that the University attaches great importance to the timely completion of research;
- (vi) conducting, with the PGR, a training needs analysis within one month of commencement of study and agreeing a training plan;
- (vii) reviewing the training plan regularly (at least annually) and assisting the PGR in identifying other training needs and in reflecting upon their personal development, for instance by reference to the [Statement on Learning Outcomes](#);
- (viii) where the programme contains subject-specific modules, directing the PGR through the relevant programme of courses;
- (ix) seeking to ensure that the PGR receives available research training (e.g. by attendance at courses) which may be necessary or appropriate in the individual case;
- (x) making PGRs aware of any relevant [Research Governance requirements and ethical procedures and ethical review](#);
- (xi) making PGRs aware of the University's [Policy on Safeguarding Data – Storage, Backup and Encryption](#);
- (xii) agreeing a supervisory programme with the PGR and arranging regular meetings with the PGR throughout the programme of study (including the overtime period) (see 4.8 and 4.9 below);
- (xiii) ensuring that, where appropriate, the PGR is aware of arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;

- (xiv) ensuring that arrangements are made for the transfer review within the prescribed timescale for the programme of study and identifying individuals to serve on the transfer panel;
- (xv) ensuring that a risk assessment is conducted by the PGR ahead of any fieldwork undertaken for their studies;
- (xvi) preparing regular reports on the PGR's progress (see 6.1 below);
- (xvii) engaging with the University's system for maintaining a record of the research degree candidature (Graduate Record of Achievement and Development (GRAD)). This includes ensuring in partnership with the PGR, that there are written records of formal supervision meetings;
- (xviii) commenting within a reasonable time on written work submitted by the PGR;
- (xix) otherwise advising generally on the research and preparation of the thesis;
- (xx) alerting the Director of PGR Studies, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a PGR;
- (xxi) reporting to the Director of PGR Studies any suspected instance of research misconduct including plagiarism;
- (xxii) ensuring that the PGR receives written feedback on the assessment of progress and drawing to their attention problems when they arise;
- (xxiii) bringing to the attention of the Director of PGR Studies any concerns about a PGR's unsatisfactory progress and, where appropriate, engaging with the [Unsatisfactory Academic Progress Procedure](#);
- (xxiv) reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the PGR in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the PGR in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the PGR to act on any comments received. Any planned periods of absence by the supervisor from the University should be taken into account;
- (xxv) keeping the Head of School informed of any absences likely to impact upon time available for supervisory duties;
- (xxvi) sending forward recommendations for the appointment of Examiners to the Director of PGR Studies;
- (xxvii) ensuring that the PGR is aware of the University [arrangements](#) for the examination of research degree theses; and the time limits for submission and ensuring that the PGR receives appropriate guidance about the oral examination including, where requested, a "mock viva";
- (xxviii) reporting to the Director of PGR Studies when for an individual PGR there has been a change of study location, no contact or when there has

been a pattern of absences which is affecting the PGR's progress or causing concern for the PGR's well-being in accordance with the University's [attendance monitoring policy](#);

- (xxix) ensuring that the PGR is aware of the University [Publication](#) and [Research Data Management](#) policies and knows that these apply to publications in press at the time the PGR leaves the University.
- 4.4 In circumstances where supervisors leave the University the Head of School ([see note 7](#)) must satisfy themselves that alternative and acceptable [supervision arrangements](#) are recommended to the Graduate Board.
- 4.5 Where the supervisor is likely to be absent from the University for an extended period, the Head of School ([see note 7](#)) must ensure that appropriate arrangements are made for advising the PGR and that the progress of a PGR is not detrimentally affected by the absence of the supervisor. Where the absence exceeds two months, arrangements will normally be put in place to identify an alternative supervisor or co-supervisor to ensure the continuity of supervision is maintained.
- 4.6 PGRs have responsibilities as follows:
- (i) to reach agreement with the supervisor on an appropriate training plan;
 - (ii) to carry out research effectively, to attend the University, to present work regularly and to an adequate standard in an appropriate form and against an agreed timescale taking into account any [holiday entitlement](#);
 - (iii) to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;
 - (iv) to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend for formal supervision meetings throughout the programme of study (including the overtime period) (see sections 4.8 and 4.9 below);
 - (v) to engage with the University's system for maintaining a records of the research degree candidature (Graduate Record of Achievement and Development (GRAD)). This includes ensuring, in partnership with the supervisor, there are written records of formal supervision meetings;
 - (vi) to submit, when requested, regular written summaries of overall progress to their supervisors;
 - (vii) to comply with normal working arrangements in the School;
 - (viii) to discuss with their supervisor whether any teaching or other paid work undertaken will adversely affect the time available for the conduct of the research and make appropriate arrangements;
 - (ix) to comply with Health and Safety requirements, including the completion of a risk assessment ahead of any fieldwork, in accordance with Faculty requirements;
 - (x) to comply with any [ethical requirements](#) or appropriate Research Governance;
 - (xi) to comply with the University's [Policy](#) on Safeguarding Data, Storage,

Backup and Encryption;

- (xii) to take measures to attend appropriate training including induction, personal development programmes and research seminars in consultation with their supervisor;
- (xiii) to be familiar with the [regulations](#) and [procedures](#) of the University relevant to research degree candidatures and to comply with them;
- (xiv) to ensure that they complete registration and make payment of fees at the appropriate times;
- (xv) to make use of relevant facilities provided by the University and abide by the regulations specified for the use of these facilities;
- (xvi) to assist the University in keeping their personal record up to date by cooperating fully with administrative procedures;
- (xvii) to promptly draw to the attention of the supervisor or Director of PGR Studies when there is a situation where it may be necessary to request a suspension or extension of study. If appropriate, documentary evidence should be provided (eg medical certificate);
- (xviii) to consult with the Director of PGR Studies or other appropriate senior member of staff in confidence, if they have serious concerns about the PGR/supervisor relationship;
- (xix) to discuss with the supervisor, in good time where possible, should they wish to be away from their research activity (eg in the case of holidays and authorised absence);
- (xx) to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
- (xxi) to ensure that at all times they observe high standards of academic conduct and integrity and are aware of the consequences of failure to observe the University's requirements;
- (xxii) to comply with the requirements of the University [Publication](#) and [Research Data Management](#) policies, noting that these will also apply to publications in press at the time the PGR leaves the University and to any associated data. This includes the deposition of data and research materials with the School at the end of the research project;
- (xxiii) to commit to research activity in accordance with the University's expectations (see note 9).

4.7 PGRs are encouraged to keep Personal Development Plans.

4.8 The requirement is that a full-time PGR will have a minimum of 10 supervision meetings ([see note 10](#)) a year. The relevant number for part-time PGRs is 6 a year. Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time PGRs (or 12 weeks for part-time PGRs). Notes must be kept of all formal supervision meetings.

4.9 In order to keep the research on course for submission before the maximum time

limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study and that the supervisor will continue to monitor progress. For those in the overtime period the University appreciates that supervision meetings may be in the format of reading and commenting on draft chapters of the thesis prior to submission. Full-time PGRs will continue to be entitled to no fewer than 10 supervision meetings a year (and part-time candidates no fewer than 6 a year). A written record of the meeting must be kept.

5. Appointment of Supervisors

5.1 There are 2 main models of supervision:

Model 1: Co-supervision

Either (a) one main supervisor with a co-supervisor(s) (who may be external to the University).

or (b) one main supervisor together with a Research Support Group of between 2-3 (which may include individuals from outside the School or external to the University); the Research Support Group is advised to meet with the PGR every 6 months to review progress and to discuss this with the PGR.

Model 2: One main supervisor together with a Mentor/Advisor (who may also attend supervision meetings and must be a member of staff of the University) from whom advice might be sought and to whom problems might be referred.

5.2 The model of supervision adopted for a particular PGR must satisfy the University's [eligibility criteria](#) for appointment. The supervisory arrangements may change during the period of study.

5.3 Whatever model of supervision is adopted there should be arrangements in place for offering PGRs the opportunity to meet, at least annually, in the absence of the supervisor(s), with the Director of PGR Studies or Head of School to review progress, discuss this with the PGR and to enable the PGR to comment upon the nature of the supervision received and to draw attention to any matters of concern. Where the Director of PGR Studies/Head of School is the supervisor an appropriate nominee should be appointed. There should be a mechanism in place within the School/Faculty, which is clearly publicised, to enable PGRs to seek independent sources of advice when a PGR/supervisor relationship is not working well.

6. Formal assessment and monitoring

6.1 A PGR's progress will be monitored formally at regular intervals during the candidature. As a minimum there must be a report by the supervisor at the mid-point of the first year of the candidature (see note 11) and at the transfer stage. Annually, thereafter, there must be a meeting to review progress and a report of the meeting submitted. There are two models for the annual review meeting. Model A which involves a meeting between the PGR, supervisor and an individual independent of the supervisory team and Model B which involves a meeting between the PGR and their supervisor with independent oversight of the report arising from the meeting by a committee or equivalent body. Whichever model is adopted by the Faculty a summary of annual review reports must be considered by the Faculty Graduate School Committee.

6.2 Where progress is deemed to be unsatisfactory the [Unsatisfactory Academic](#)

[Progress Procedure](#) should be instigated. Under the procedure the PGR will be interviewed, normally by the Director of PGR Studies and the supervisor, and specific instructions and objectives given. The PGR must be advised that failure to meet those requirements may lead to a recommendation for the termination of the candidature.

- 6.3 Research degree candidatures which are intended to lead to a Doctoral award are subject to a process whereby the PGR is formally assessed and, if successful in the assessment, is 'transferred' to a specific degree category after an initial, provisional stage. The assessment at the 'transfer' stage is intended to identify whether the individual PGR and the research project have the potential for research at Doctoral level and also whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation.
- 6.4 PGRs are required to submit transfer reports within a time scale prescribed by the Faculty. It is important that the University's prescribed time-limits for 'transfer' decisions are adhered to. These time limits are prescribed by the University for each doctoral programme of study and are published in the relevant [programme of study specification](#) on the University website.
- 6.5 Panels are responsible for making the decision on transfer and, for those PGRs commencing study with effect from 01 September 2018, must comprise a minimum of two individuals who are independent of the supervisory team.
- 6.6 The decision on transfer should be based on evidence as prescribed by the Faculty and must include the agreed training plan, record of training and information about skills development, ethical issues with the research and progress reports by the supervisor(s). The PGR must provide a written submission which will include a planned schedule for the work and might also include a synopsis of the work already carried out, a sample chapter and other written or experimental work. The PGR must be interviewed by the Panel and this should take the form of a viva voce examination.
- 6.7 Supervisors may attend the viva voce examination and participate in the discussion with the PGR. They may feedback their views to the Panel but do not take part in the decision making process.
- 6.8 The decisions that may be made by transfer panels are:
 - (i) in the case of Provisional candidatures for Doctoral degrees or Postgraduate Research candidatures, transfer to Doctoral registration;
 - (ii) in the case of Provisional candidatures for the degree of PhD or Postgraduate Research candidatures, transfer to M Phil registration;
 - (iii) on the first occasion that the work is assessed, and provided that the University's prescribed time limit allow, deferral of a decision about transfer for a limited period to permit the work to be revised and then reassessed;
 - (iv) a decision that the PGR withdraw from a research degree candidature.
- 6.9 The decision on transfer must be recorded in writing, agreed by all the members of the assessment Panel and will contain a brief assessment of the PGR's progress. In all cases the PGR must receive a copy of the decision made by the assessment Panel in writing.

6.10 The Head of the Faculty Graduate School or Head of School, as appropriate ([see note 7](#)) has overall responsibility for ensuring: (i) that a comprehensive record of the PGR's candidature is kept, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) having a bearing on the PGR's progress; (ii) that formal assessment and monitoring of progress takes place and that any emerging issues are addressed.

6.11 Heads of Schools ([see note 7](#)) are strongly encouraged to make provision for PGRs to present their work regularly at seminars involving staff and other PGRs.

7. PGR Representation, Feedback and Channels of Communication and Complaints (see also 5.3 above)

7.1 The Head of the Faculty Graduate School or Head of School, as appropriate ([see note 7](#)) should ensure that PGRs, are represented on the postgraduate or other relevant school staff-student committee and on the Faculty Graduate School Committee and that adequate opportunity is given to discuss issues affecting them. PGR representatives will not be involved in the consideration of matters relating to individual PGR cases.

7.2 If a PGR is dissatisfied with any aspect of their studies, including their supervision or with the facilities for their research, they should be encouraged to consult, as appropriate, the supervisor, Director of PGR Studies, Head of the Faculty Graduate School or other senior member of staff. If following consultation they remain dissatisfied they should make use of the University [Student Complaints Procedure](#) (which is published on the University website).

7.3 The University has in place a [procedure](#) governing the consideration of appeals against adverse academic decisions which is published on the University website.

7.4 The University regularly surveys PGRs about their experience and satisfaction with arrangements and facilities for research degrees and all PGRs are invited to participate.

8. Minimum standards of facilities provision for full-time PGRs

8.1 As a general principle, the Graduate Board has specified that access to facilities such as printing, photocopying and common room facilities for PGRs should be commensurate with the requirements for the research.

8.2 Faculties and Schools should provide the following for all full-time PGRs who request or require them:

- Sufficient flexible work and storage space
- Opportunities for interaction with fellow researchers and academic staff
- Access to the University's Computing network and internet
- Access to a printer for work prescribed by the School
- Access to a photocopier for work prescribed by the School
- Access to a telephone for work prescribed by the School

8.3 Similar facilities should be made available for those studying under split site arrangements whilst they are resident in Leeds and for part-time PGRs, where appropriate.

9. Responsibilities of Executive Deans of Faculty, Heads of Faculty Graduate Schools, Heads of Schools

9.1 The responsibilities of Executive Deans (or where they have been delegated to Heads of Faculty Graduate Schools or Heads of Schools) may be summarised as follows:

- to ensure that an adequate management structure and procedures are in place for handling postgraduate research matters;
- to ensure that minimum standards of facilities are available to PGRs;
- the delegation, where relevant, of responsibilities for postgraduate matters to appropriate individuals (for example Heads of School or Directors of PGR Studies);
- to recommend supervisors to the Graduate Board;
- to make alternative and acceptable supervision arrangements when a supervisor leaves the University;
- to ensure that no supervisor is overloaded with supervisory responsibilities and to review the position regularly;
- to ensure that a comprehensive record of the research degree candidature of all PGRs is maintained;
- to ensure that PGRs are represented on relevant Faculty and School committees.

10. Assessment processes for research qualifications

10.1 The Graduate Board prescribes arrangements whereby the [criteria, regulations and learning outcomes](#) for the award of different types of research degrees are clear, rigorous and widely available.

10.2 The Graduate Board publishes [eligibility criteria](#) for the appointment of Examiners. As a minimum two appropriately qualified Examiners are appointed for each candidate with at least one Examiner being external to the institution. Internal Examiners are required to attend a University training course before acting in this capacity. No member of staff who has been substantially involved in the research may serve as an Internal Examiner. Responsibility for the consideration and review of recommendations from Schools for the appointment of Examiners is delegated by the Graduate Board to its Examinations Group, which monitors the frequency of appointments of examiners.

10.3 In order to ensure consistency within the examination process Examiners receive written instructions on the relevant University procedures together with the criteria for the recognition of different levels of achievement. These instructions are widely available within the University.

10.4 After the submission of the thesis all candidates for research degrees are required to undergo an oral examination which will be conducted in English with the appointed Examiners and:

- 10.5
- the examination should normally take place within a maximum time scale of three months from the date of the dispatch of the thesis to the Examiners;
 - the Examiners must prepare separate, independent written reports before the viva and, following the viva, a joint report which contains a recommendation in accordance with the stipulated University criteria;
 - a supervisor may be an observer at the examination at the request of the PGR and if not present must be available for consultation with the Examiners if required;
 - the Examiners should advise the candidate informally of the recommendation being sent forward, normally within 24 hours of the completion of the oral examination. The details will depend upon the

precise recommendations being sent forward. Where appropriate, information about the University appeals procedure (see 7.3 above) should be provided to the candidate.

11 University Monitoring

- 11.1 The Graduate Board requires its Examinations Group to monitor and review all aspects of the examination, including the selection of examiners, the implementation of the procedures, the nature and details of the reports and the overall performance of candidates and staff within Schools and Faculties.

Endnotes

1. The term 'School' within this Code includes any unit admitting and registering PGRs. This will also include the two institutions accredited by the University with authority to register research degree candidates (Leeds Trinity University and York St John University) who will each also have their own Code of Practice.
2. However, where applicants do not satisfy the minimum stated requirements for acceptance as a PGR candidate the decision may be made by the Director of PGR Studies, acting alone.
3. Consideration of applications to some collaborative programmes with other universities may involve academic staff from partner institutions and at least one member of academic staff from the University
4. The University's minimum English language entry requirements for admission of PGRs whose first language is not English are the British Council IELTS band score 6.0 (with not less than 5.5 in any component) or internet based TOEFL (iBT) overall 87 with not less than 20 in listening, 21 in writing, 20 in reading and 22 in speaking. Some Schools may require levels of achievement that are higher than the stipulated minimum.
5. As part of the process of establishing a training plan the written and spoken English language of all PGRs whose first language is not English will be assessed by their supervisor(s) in accordance with the Traffic Light Language Development Scheme https://www.leeds.ac.uk/arts/info/20056/language_centre. The purpose of the assessment is to identify those PGRs who have been classed as suitable for admission but who would benefit from further core language development.
6. Bench fees represent the PGR's contribution towards specific school costs generated by the PGR's research. It is essential that the nature of these fees be conveyed to the PGR and to sponsors.
7. Or the individual to whom responsibility has been delegated.
8. It is not possible in a general Code of this nature to specify a maximum number of PGRs per member of staff. However, it is expected that if a member of staff has a heavy load of research supervision, this would be allowed for in allocation of teaching and administrative duties. The Faculty Graduate School Committee will review annually statistics which include the number of PGRs allocated to each supervisor
9. PGRs are expected to work on their research project for periods of time that are comparable to a full-time academic post (the equivalent of an average of at least 37 hours a week). This does not include paid work. Part-time PGRs are expected to work on their research project for periods of time equivalent to 20 hours per week. It is inevitable that their work load will be variable during the course of the year and it should be agreed with their supervisor(s). When approaching a specific deadline such as the submission of a transfer report or thesis additional hours of work will be necessary. They will also be expected, to undertake other professional activity, for instance to attend conferences, undertake fieldwork and other research activities outside of the University.

10. Formal supervisory contact may take place by other means (eg telephone, video conferencing, Skype or exceptionally by email) when a PGR is away from the University including during periods of fieldwork.
11. In the case of part-time PGRs the equivalent point will be after nine months.

PGRO/ST, Ext 35778, 20/06/18

Faculty Specific Information to supplement the Code of Practice for Research Degree Candidatures

3.1	Admission: In addition to the University's minimum requirements for entry to doctoral study the following will apply:	
	BUSINESS	Applicants for doctoral study should hold a British Masters' degree (or <u>equivalent degree from an overseas university</u>) or an equivalent professional qualification: <ul style="list-style-type: none"> • with a minimum average score of 60 percent (or equivalent); and • in an appropriate academic discipline.
	ESSL	<ul style="list-style-type: none"> • School of Education it is also preferable that applicants hold a Masters' degree in the area they wish to pursue and they have appropriate experience in the field of education. • School of Politics and International Studies an MA degree is normally required in a relevant subject at merit or above, with merit or above in the dissertation element of the MA. • School of Sociology and Social Policy an MA degree is normally required in a relevant subject at merit or above. • School of Law an MA degree is normally required in a relevant subject at merit or above.
3.4	Admission: Some Faculties have English language entry requirements which are higher than the University's minimum requirements. These are as follows:	
	AHC	<ul style="list-style-type: none"> • IELTS overall score of 6.5 with at least 6.0 in all components (with the exception of FAHACS where a score of 7.0 is required for the writing component) • TOEFL (internet-based) overall score of at least 92 with at least 21 in listening, 21 in reading, 23 in speaking and 22 in writing. • Distance Learning PhD - IELTS overall score of 7.0 with at least 6.5 in all components
	BUSINESS	<ul style="list-style-type: none"> • IELTS (academic) scores of at least 6.0 or more in each section and an overall score of 7.0 are required. • TOEFL iBT - overall test result of 100 with minimum scores required in each of these sections: Listening 21, Reading 21, Speaking 23, Writing 22. <p>For split-site PGRs:</p> <ul style="list-style-type: none"> • IELTS (academic) scores of at least 6.5 or more in each section and an overall score of 7.0. • TOEFL iBT - an overall test result of 100 with minimum scores required in each of these sections: Listening 22, Reading 22, Speaking 24, Writing 23.
	ESSL	<p>The Schools of Education, Politics and International Studies and Sociology and Social Policy:</p> <ul style="list-style-type: none"> • IELTS (Academic) score of at least 6.5 with at least 6.0 in all components • TOEFL (iBT) of at least 94 with at least 21 in listening 23 in reading, 23 in speaking and 24 in writing; <p>The School of Law:</p> <ul style="list-style-type: none"> • IELTS (Academic) score of 6.5 with at least 6.5 in listening and reading, and at least 6.0 in writing and speaking • TOEFL (iBT) of at least 100 with at least 24 in reading, 22 in listening, 24 in speaking and 25 in writing • Pearson Test of English (Academic) 64 on PTE Academic, with at least 60 in each of the skills.
	ENVIRONMENT	The School of Earth and Environment's Sustainability Research Institute a minimum IELTS score of 6.5 overall, with no individual skill score below 6.0 (or equivalent).
	MEDICINE & HEALTH	Minimum IELTS score of 6.5 overall, with no element less than 6.0, or a TOEFL iBT overall score of 92 with the listening and reading element no less than 21, writing element no less than 22 and the speaking element no less than 23. Certain degree programmes do have a higher English Language requirement, see http://medhealth.leeds.ac.uk/info/1410/prospective_students/16/entry_requirements

6.1	Formal Assessment and Monitoring (FFPR): The following Faculties normally require FFPR to take place:			
	BIOL SCIENCES	By the end of month 4 (full-time)		
	ENGINEERING	By the end of month 4 (full-time) or month 9 (part-time).		
	MAPS	By the end of month 4 (full-time) or month 9 (part-time).		
	MEDICINE & HEALTH	DClinPsychol candidates develop a doctoral project over their first year, submitting a first formal progress report and research proposal in month 11 of year one.		
6.1	Formal Assessment and Monitoring (APR): Faculties adopt APR Models as follows:			
	Model A (includes an independent assessor): Biological Sciences, Engineering, MAPS and Medicine and Health			
	Model B (with independent oversight by a committee or equivalent as specified below):			
	AHC	Relevant School Progress Committee		
	BUSINESS	Relevant Progress Committee		
	ESSL	Relevant School Research Degree Committee		
	ENVIRONMENT	Relevant School Research Progress Committee		
6.4	Formal Assessment and Monitoring (Transfer Report Submission Date). Faculties normally require the submission of the transfer report as follows:			
		Full-time Prov PhD normally by end of month	Part-time Prov PhD normally by end of month	Other doctoral programmes
	AHC	9	18	
	BIOL SCIENCES	9 (excludes periods of formal training such as laboratory rotations)		
	BUSINESS	12	24	
	ESSL	10	20	
	ENGINEERING	9	18	
	ENVIRONMENT	9-12	18-24	
	MAPS	10	22	
	MEDICINE AND HEALTH	10	22	Full-time MD normally by end of month 10 and part-time MD end of month 16. 4-Year PhD normally by the end of month 16. Full DClinPsychol normally by end of month 17.
	Note: Integrated PhD and Professional Doctorate candidates have different deadlines for transfer)			
6.6	Formal Assessment and Monitoring (Transfer Assessment)			
	Further information on the transfer assessment process (including the contents of the transfer report) are available at:			
	AHC	Relevant School handbooks – which are available on Minerva and PGRs are directed there for further details.		
	BIOL SCIENCES	Faculty PGR handbook or (http://www.fbs.leeds.ac.uk/intranet/gradschool/progression/FormsandGuidelinesforProgression.htm)		
	BUSINESS	To be confirmed		
	ESSL	Relevant School PGR handbooks		
	ENGINEERING	https://minerva.leeds.ac.uk/ - follow links to the Engineering Graduate School Organisation		
	ENVIRONMENT	All School/Institute Handbooks: School of Earth and Environment: https://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/handbooks/ School of Geography: http://www.geog.leeds.ac.uk/intranet/pgresources/ Institute for Transport Studies: https://foe-sharepoint.leeds.ac.uk/ITS Intranet/Shared Documents/Research/PhD		
	MAPS	https://minerva.leeds.ac.uk/ - follow links to the MaPS Graduate School Organisation		
	MEDICINE & HEALTH	http://medhealth.leeds.ac.uk/info/1440/current_students/21/transfer_process		