



## Examination Entry Form for **Practice-led** Research Degree Candidates

You should read the *Guide to the thesis examination process* (which includes the requirements for the format and presentation of theses for research degrees) when preparing your thesis for submission:

[http://students.leeds.ac.uk/info/103553/research\\_student\\_policies\\_and\\_procedures](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures).

Please also consult your Faculty's practice-led protocol which sets out specific information relating to the submission and assessment of practice-led research degrees:

[http://students.leeds.ac.uk/info/103553/research\\_student\\_policies\\_and\\_procedures/918/research\\_degree\\_candidatures\\_code\\_of\\_practice](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/918/research_degree_candidatures_code_of_practice)

### Entering for examination (at least 3 months before the first live practice)

- **Where there is an examined live practice event:** This form must be returned at least 3 months prior to the date of the first live practice event (where Examiners are required to view live practice).
- **Where there is no examined live practice event:** This form must be returned a minimum of 3 months prior to the expected submission date of the thesis.

No thesis can be dispatched to the examiners until your form has been fully checked in PGR & Operations and formally approved by the Graduate Board's Examinations Group. Entry forms received less than 3 months prior to thesis submission may delay the dispatch of theses to the examiners and the examination process. The form will remain valid for 12 months from the date of approval by the Group.

**Candidate:** Please complete Section A. Section D (publications) may be required in some cases.

- 1 **Your details:** (name, student ID, School and the degree you will be submitting for).
- 2 **Thesis Title:** You can view your current, approved thesis title in the PDR. Please include here the thesis title you intend to use on your thesis.
- 3 **Employment details:** Please indicate if you have been a member of University staff at any point during your studies. If you were employed at grade 7 (during your standard period of study) or above (at any point in your candidature) you will normally require 2 external examiners.
- 4 **Publications:** If you have published any solely or jointly authored publications please indicate this here and provide further information in section D on page 5. Please remember to provide loose copies of your publications with your thesis for examination (1 copy for each examiner).
- 5 **Practice-led:** please indicate whether an application being made for the appointment of Examiners to view live practice which is considered part of the final submission.
- 6 **Ethical Review - all candidates must complete this section of the form.**
- 7 **Signature.** You are advised to take a copy of this document.

### What to do next

Once you have completed your part of the form, you should pass it to your supervisor so that the school may approach intended examiners and complete the remainder of the form with recommendations for the appointment of examiners. Students 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 Postgraduate Research Tutor. 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. The names of the recommended examiners are submitted to the Examinations Group of the Graduate Board for consideration. The final decision about the appointment of examiners is made by the Examinations Group.

### Checklist: for the submission of the thesis for examination

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

- 2 soft bound copies of the thesis (plus additional copies if there are more than 2 examiners)
- A Thesis Submission Receipt (Statement of Academic Integrity) - either downloaded in advance or provided by the counter staff at the time of submission
- Loose copies of any solely or jointly authored publications (one copy for each examiner)
- 2 pdf "eThesis" copies of the thesis (if you commenced doctoral study from September 2009.)

**Supervisor:** Please review the information in Section A and D. Please complete & sign Section B.

Please consult the eligibility criteria before completing nominations. The full criteria are published at:  
[http://students.leeds.ac.uk/info/103553/research\\_student\\_policies\\_and\\_procedures](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures).

The examiners must normally hold an independent position. The Graduate Board's Examinations Group has expressed the view that the preferred level of experience for a research degree examiner is either experience of supporting a doctoral candidate through to successful completion or previous examination experience.

Between them, the proposed team should have a balanced level of seniority<sup>1</sup> and previous research degree examination experience. This does not mean that a recently appointed lecturer, someone early in their career or individuals from overseas or industry cannot be appointed as examiner, but you should partner them with a more senior and experienced examiner who has experience of the UK research degree examination process. If a team of examiners cannot be found with the expected balance of seniority and experience then the University may require an independent chair (or a second internal examiner) to be appointed to ensure that the examination is conducted fairly and in accordance with University regulations.

- Nominate the Internal examiner:** The internal examiner should normally be (i) a member of the academic or academic related staff; (ii) hold a permanent appointment of the University of at least 0.3 FTE (iii) have completed any relevant probationary period and (iv) in the last 5 years, have either completed the SDDU course/briefing or acted as internal at Leeds. If the Internal examiner has not either undertaken an examination at Leeds as internal examiner or completed the SDDU examiners' course in the last 5 years they will be required to complete the SDDU course before the viva. PGR & Operations keeps records of previous appointment at Leeds, and dates when SDDU Examiners' courses were completed, and will advise the School if any course will be needed before the viva. You can also check these details at any time by contacting the thesis examination section: [rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk).
- Nominate the External examiner:** The external examiner should normally (i) be a senior<sup>1</sup> member of staff of a university or higher education establishment and (ii) have prior knowledge and experience of UK research degree examinations and standards through previous UK examination experience. Please provide details of the external examiner's previous UK PGR examination experience to allow the Examinations Group to consider the experience across the team. If the external examiner has not undertaken a UK PGR examination before please provide a case in support of their nomination (and a senior and very experienced internal examiner must be nominated).
- Thesis title:** Please review the thesis title provided by the candidate on page 1 the form. Please tick the box to indicate you have approved the use of this title and that it is a clear and appropriate description of the thesis.
- Practice-led:** please indicate whether an application being made for the appointment of Examiners to view live practice which is considered part of the final submission (and if yes, provide details)
- Ethical Review:** Please review the information provided by the candidate here and tick to confirm agreement.
- Solely or jointly authored publications:** Please review any information provided by the candidate in section D and tick to confirm agreement (if you were a joint author to the publications you may also sign this section of the form too).

#### Postgraduate Research Tutor (or Head of School)

- Review and sign:** Please review the information provided in the form and sign Section C. The form should then be returned to PGR & Operations.

**THE SCHOOL IS ADVISED TO KEEP A COPY OF THE COMPLETED FORM**

**The completed form can be scanned & emailed to the thesis examination section in PGR & Operations**

**[rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk) (preferred format)**

(or please post to PGR & Operations, Student Services Centre)

<sup>1</sup> For the purposes of this criteria "Senior" is defined as Senior Lecturer (or equivalent) or above; (normally Grade 9 or above).

# Examination Entry Form for Practice-led Research Degree Candidatures

Enquiries: Thesis Examination Section: 0113 343 4003 or  
[rp\\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk)



**UNIVERSITY OF LEEDS**

- **Where there is an examined live practice event:** This form must be completed and returned to PGR & Operations a minimum of 3 months prior to the date of the first live practice event
- **Where there is no examined live practice event:** This form must be completed and returned to PGR & Operations a minimum of 3 months prior to the expected submission date of the thesis.
- Entry forms received less than 3 months prior to thesis submission may delay the dispatch of the thesis to the examiners and the viva / examination process.

## PART A: to be completed by the candidate – please remember to sign in question 6

### 1. Please provide your registration details below

Surname		Student ID	
Other names			
School		Degree	

### 2. Thesis title

Please indicate below the title under which your thesis will be submitted. You can view your current, approved thesis title in the PDR (Banner details tab). If you wish to submit under a different thesis title please enter the new title in box below. Please note that thesis titles which begin “A study of...”, “An investigation into...” etc are not normally permitted.

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### 3. Employment details

Are you, or have you been for any period of your studies, a member of University staff  
(please delete or cross the relevant box)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you were employed at grade 7 (during your standard period) or above (at any point in your candidature) you will normally need 2 external examiners.

### 4. Jointly or Solely Authored Publication details

Will the thesis include work which has appeared in any solely or jointly authored publications  
(please delete or cross the relevant box)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If your thesis will include work which has appeared in any publications please also complete section D of this form. You must provide loose copies of each publication alongside the thesis. A copy of each publication must be provided for each examiner. Please do not bind these into the thesis.

### 5. Appointment of examiners to view live practice

Is an application being made for the appointment of Examiners to view live practice which is considered part of the final submission (please delete or cross the relevant box)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

## 6. Ethical review of the research

All research students are required to confirm that they are aware of and comply with the University's procedures for the review of ethical issues arising from research involving animals; human participants, their data or their tissue; or the potential for significant environmental impact. The Graduate Board requires that the following section be completed at the point of entry for examination to ensure all ethical review requirements have been satisfactorily addressed. Before completing this section of the form, please read the guidance notes which are published at: [www.leeds.ac.uk/ethics](http://www.leeds.ac.uk/ethics)

- (i) Was ethical review required for this research?  
(If yes, please go to (ii). If no, please continue to question 6)

Yes	No

- (ii) If yes, I confirm approval was granted.  
(If yes please go to (iii). If No, please go to (v))

Yes	No

- (iii) Please state from which body approval was sought (e.g. Research Ethics Committee (for research with animals), University Faculty Research Ethics Committee (for research with human subjects or their data), NHS or other lead institution)

- (iv) Please provide the reference number(s) for approval:

- (v) If ethical review for this research was required but you are unable to confirm approval was granted please provide information here for further investigation by the University's Research Ethics Administrator:

## 6. Candidate's Authorisation – please remember to sign this section

Signature:	Date
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Once you have completed your part of the form, you should pass it to your supervisor so that the school may approach intended examiners and complete the remainder of the form. Students 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 Postgraduate Research Tutor. 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. The names of the recommended examiners are submitted to the Examinations Group of the Graduate Board for consideration. The final decision about the appointment of examiners is made by the Examinations Group.

## PART B: to be completed by the Supervisor (please complete questions 1-3)

Between them, the proposed team should have a balanced level of seniority and previous research degree examination experience. If a team of examiners cannot be found with the expected balance of seniority and experience then the University may require an independent chair (or a second internal examiner) to be appointed to ensure that the examination is conducted fairly and in accordance with University regulations. Please consult the eligibility criteria before completing nominations:

[http://students.leeds.ac.uk/info/103553/research\\_student\\_policies\\_and\\_procedures](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures).

### 1. Internal Examiner

#### Guidance on appointment of internal examiners

The internal examiner should normally be (i) a member of the academic or academic related staff; (ii) hold a permanent appointment of the University of at least 0.3 FTE (iii) have completed any relevant probationary period and (iv) in the last 5 years, have either completed the SDDU course/briefing or acted as internal at Leeds (if this is not the case the staff member will be required to complete the SDDU examiners' course before the viva). **An Independent Chair must be appointed where the internal examiner will be undertaking their first appointment as a research degree examiner.** PGR & Operations keeps records of previous appointments as internal at Leeds, and dates when the SDDU course was completed, and will advise the School if any further action is needed. Other criteria apply – please see the link above.

Name & title		
School		
Signature*		*to confirm agreement to act or attach email confirmation

### 2. External Examiner

#### Guidance on appointment of external examiners

The external examiner should normally (i) be a senior member of staff of a university or higher education establishment and (ii) have prior knowledge and experience of UK research degree examinations and standards through previous UK examination experience. If this is not the case, a supporting statement for the appointment will be needed and the Examinations Group will expect the internal examiner to be a senior member of staff and a very experienced examiner. For the purposes of this criteria “senior” is defined as senior lecturer (or equivalent) or above; (normally Grade 9 or above).

If the candidate has been employed at grade 7 (during their standard period) or above (at any point in the candidature) 2 external examiners must normally be appointed. An external examiner is not normally permitted to act for a second candidate within a period of 12 months. The frequent use of external examiners is discouraged except in exceptional cases. Other criteria apply – please see the link above.

Name & title		
Position (e.g. reader, professor)		
Full postal address		
Email address		
Web link to CV (if available)		

Candidates employed at grade 7 or above during their standard period of study will normally require 2 external examiners. Please either include in the space above or provide details on a separate sheet & tick to confirm attached.

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## PART B (continued): to be completed by the Supervisor

### 3 Appointment of Examiners to view the live practice

Practice-led Protocols for the Implementation of the University Code of Practice for Research Degree Candidatures can be found at:  
[http://students.leeds.ac.uk/info/103553/research\\_student\\_policies\\_and\\_procedures/918/research\\_degree\\_candidatures\\_code\\_of\\_practice](http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/918/research_degree_candidatures_code_of_practice)

Where it is considered to be part of the final submission, examiners are normally expected to view the live practice. In such cases the School must apply for the appointment of the Examiners for this purpose.

- (i) Is an application being made for the appointment of Examiners to view live practice which is considered part of the final submission? *(please delete/cross the relevant box)*
- |     |    |
|-----|----|
| YES | NO |
|-----|----|

**If no, please continue to question 4  
If yes, please complete (ii) to (v) below**

- (ii) If Yes, please provide further details below of the live practice which must be viewed by the Examiners. If the date/venue/time information is still to be confirmed, or if it is anticipated that further events may be arranged, please indicate this below. All practice to be assessed must be recorded in an appropriate format as a permanent record which complies with archiving requirements. Please provide an indication below of how the live practice will be recorded.

Live Practice	Date& Time	Venue	Recording/archiving details

**Please tick to confirm the following:**

- (iii) I confirm that the Examiners have been notified of the requirement to attend the live practice and have given their agreement to this arrangement.
- (iv) I understand that the School is responsible for ensuring that examiners receive sufficient notice and information of date/venue/time of the live practice to be assessed.
- (v) I confirm that the Examiners have been advised of the candidate's final deadline for submission of the thesis and are expected to be available for all parts of the examination.

## PART B (continued): to be completed by the Supervisor

### 4. Additional information (please complete this section in full)

- (i) To allow the Examinations Group to consider the examining experience across the team:

**Either:** please attach or provide in the box below, details of the External Examiner's previous experience of examining research degrees in the UK (this can be either as Internal or External) i.e. number of exams & level (e.g. 3 x PhD, 1 x MPhil). *If this information has been provided by the external examiner either by email or as part of their CV you can instead attach this and return to RSA with the entry form.*

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**Or:** if this will be the external's first UK PGR exam, please attach a statement in support of their nomination along with a full CV.

*As well as a supporting statement for the appointment, please include details of any PGR supervision/examination experience outside of the UK as part of the case. It is expected that the Internal Examiner will be a senior member of staff & very experienced PGR examiner. The external may be required to undergo a briefing before the viva (RSA will advise).*

### Please tick (or cross each box) to confirm the following

- (ii) I confirm the external examiner has informally agreed to act. *The examiners will not receive any communication from RSA until the thesis is sent to them for examination*
- (iii) I have authorised the use of the title indicated on page 1 and it is a clear and appropriate description of the thesis.
- (iv) I have reviewed the ethical review information provided by the candidate in section A (5) on page 2 of this form and confirm this is accurate
- (v) I have reviewed any jointly-authored publication information provided in section D on page 5

Supervisor Signature:	Print name:	Date
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## Part C: Authorisation by the Postgraduate Research Tutor (or Head of School)

I confirm approval to the arrangements indicated on this form. **NB:** *Where the PGRT is the Supervisor or has been named as the Internal Examiner the Head of School must sign here instead (and vice versa).*

PGRT/HoS Signature:	Print name:	Date
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## For office use only: Approval by the Graduate Board's Examinations Group

Signature:	Print Name	Date
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## Section D: Inclusion on work from solely or jointly authored publications (to be completed by the candidate and signed by a co-author to any jointly-authored papers)

This section should be completed only where “Yes” was answered to question A.4 (page 1 of this form) to indicate that work which has been published in any solely or jointly authored publications is to be included within the thesis submission. Please see the full policy for further advice:

<http://www.leeds.ac.uk/rsa/policies.html#thesis>

1. It is my intention to include work within my thesis which has been published (cross all that apply):

as part of a **solely authored** publication

*Please note 2 complete 3 (i) & sign*

as part of a **jointly authored** publication

*Please note 2, complete 3, & 4 & sign*

2. You must provide loose copies of each publication at the time of submission of the thesis for examination. A copy of each publication must be provided for each examiner. Please do not bind these into the thesis.

3. **In the case of solely and jointly authored publications, use the space provided below (or attach a separate sheet of paper) to outline:**

(i) which chapters of the thesis will include work which has been published in solely or jointly authored publications with details of the publications (e.g. title, authors, publication etc.)

**and, in the case of jointly authored publications, use the space provided below (or attach a separate sheet of paper) to also outline:**

(ii) details of the work contained within the publications which is directly attributable to you (the candidate) and details of the contributions of the other authors to the work.

(iii) the signature of another author to the paper<sup>2</sup> to attest to the information provided

It is essential that this part of the form is completed fully and accurately as we will not be able to send your thesis out for examination until we have this information.

4. Endorsement by co-author to the jointly authored publications: **I confirm that the above (and/or attached) provides an accurate account of the contributions of all the members to the jointly authored publication(s). (It is acceptable for the supervisor to sign here if they are a co-author)**

Signature of candidate:		Date:
Signature of co-author <sup>1</sup> :	Print Name:	Date:

<sup>2</sup> This signature may be provided by the Supervisor where s/he is one of the joint authors to the paper.