

University Code of Practice for Research Degree Candidatures (with effect from session 2022/23)

This Code of Practice is a broad statement of University requirements covering school, faculty and supervisor responsibilities in relation to research degree study at the University of Leeds. The Code of Practice should be read in conjunction with other PGR-related documents such as the [General Regulations for Research Degrees](#), the [PGR Handbook](#) and the [PGR Admissions Policy](#).

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. 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.

In line with their oversight of PGR resources the Faculty Executive Deans may delegate responsibilities for PGR via the the Head of the Faculty Graduate School, the Faculty Graduate School Committee and to the Schools or other appropriate academic units within the Faculty (see note 1). The Dean of the Leeds Doctoral College also works with the appointed Heads of Faculty Graduate Schools to deliver the strategic developments for Doctoral Education across the Doctoral College/ University.

- 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.

- 2.3 In consultation with the relevant Head of Graduate 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, engagement and attendance of PGRs (with absence being recorded) and for liaison with the Doctoral College.
- 2.4 Deputy Directors of PGR Studies 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 and are specified in full in the [PGR Admissions Policy](#) approved by the PGR Recruitment Group.
- 3.2 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 and as specified in the PGR Admissions Policy approved by the PGR Recruitment Group. The distributing and 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.
- 3.3 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) 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, video streaming or other similar software package. Guidance notes on good interview practice will be provided by Graduate Schools.
- 3.4 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.
- 3.5 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).

- 3.6 Formal offers of admission, which will include any conditions to be met prior to entry, can only be made by Doctoral College 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 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 [eligibility criteria](#) specified by the University and must have undertaken appropriate training.
- 4.2 Supervisors will be appointed at the time that a PGR receives a formal offer of admission by the University¹. A co-supervision model is expected, with one supervisor identified as the main supervisor. In exceptional cases, where only one supervisor is appointed, this must be approved by the Head of the relevant Faculty Graduate School and the PGR Programmes and Quality Group. In such cases 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) 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;

¹ Final confirmation of supervisory arrangements for some CDT research projects and Doctor of Clinical Psychology projects may occur after the formal offer of admission.

- (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 three months 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 [University policies on data storage](#), backup and encryption
- (xii) ensuring that the PGR is aware of the University [Publication](#) and [Research Data Management](#) policies. Ensuring that the PGR knows that this also includes the creation of a Data Management Plan and deposition of data and research materials with the School or trusted data repository at the end of the research project. In addition, that these apply to publications in press at the time the PGR leaves the University; 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 for 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 or placement / internship ;
- (xvi) preparing regular reports on the PGR's progress in GRAD (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, data management, ethical review and associated requirements or in relation to health and safety;
- (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 [Progress Support Process](#).
- (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;(See note 9)
- (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 and engagement monitoring policy](#);
- (xxix) ensuring that the PGR is aware of the requirement to obtain an [ORCID](#) identifier;
- (xxx) Ensure that any formal requirements from external bodies or PGR sponsors are met during the candidature

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 and to comply with any requirements or responsibilities associated with their student visa
- (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 and adjustments as appropriate;
- (ix) to comply with Health and Safety requirements, including the completion of a risk assessment ahead of any fieldwork, placements and internships 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 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 creation of a Data Management Plan and deposition of data and research materials with the School or trusted data repository at the end of the research project;

- (xiii) to take measures to attend appropriate training including induction, personal development programmes and research seminars in consultation with their supervisor;
- (xiv) to be familiar with the [regulations](#) and [procedures](#) of the University relevant to research degree candidatures and to comply with them;
- (xv) to ensure that they complete registration and make payment of fees at the appropriate times;
- (xvi) to make use of relevant facilities provided by the University and abide by the regulations specified for the use of these facilities;
- (xvii) to assist the University in keeping their personal record up to date by cooperating fully with administrative procedures;
- (xviii) 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 or authorised absence. If appropriate, documentary evidence should be provided (eg medical certificate);
- (xix) 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;
- (xx) 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);
- (xxi) to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;
- (xxii) 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;
- (xxiii) to obtain an [ORCID](#) identifier;
- (xxv) to commit to research activity in accordance with the University's expectations (see note 10).

4.7 PGRs are encouraged to keep Professional [Development](#) Plans.

4.8 The requirement is that a full-time PGR will have a minimum of 10 supervision meetings ([see notes 11 and 12](#)) a year. The relevant number for part-time PGRs is 6 a year. This requirement continues until the PGR has submitted their thesis which includes the overtime period². 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 in GRAD and, when relevant, this will be used to ensure compliance with Student Visa requirements.

² Supervision would also continue during a deferral or referral period

- 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 in GRAD.

5. Appointment of Supervisors

The University operates a co-supervision model as the norm for all PGRS, with a named supervisory team.

- 5.1 The model of supervision³:

Co-supervision

one main supervisor with at least one University of Leeds co-supervisor (there may be additional co-supervisors who are external to the University).

or (b) one main supervisor together with a Research Support Group of between 2-3 (which will include at least one University of Leeds co-supervisor and 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.

Exceptional Arrangements

A supervisory team is set up with the intention that it will remain in place throughout the research degree candidature. In some cases, however, the supervisory team may need to change, for example where a supervisor leaves the University⁴, or where a supervisor is on a period of long-term leave. In such cases it is possible that there will be a period of time when there is 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. Such an arrangement will be formally approved for the necessary period of time by the Head of the Graduate School and the PGR Programmes and Quality Group.

- 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. In exceptional cases, where only one supervisor is appointed, this must be approved by the Head of the relevant Faculty Graduate School and the PGR Progression and Examination Group. In such cases an Advisor will also be appointed by the Head of School (see note 7).
- 5.3 Along with the usual supervisory requirements for frequent meetings there should be arrangements in place offering PGRs the opportunity to meet with the Director of PGR Studies or Head of School, at least annually, in the absence of the supervisors, 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

³ See Policy on [Eligibility for Research Supervision](#)

⁴ in some cases they may continue as external supervisor

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 (First Formal Progress Review FFPR) (see note 13) 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 PGRs are not progressing or engaging as expected, the Progress Support Process (PSP) should be instigated to ensure that the PGRs is informed of the risk to their academic progress and support identified. Under the procedure the PGR will be interviewed, normally by the Director of PGR Studies and the supervisor, and specific instructions and objectives given. Where academic engagement or progress concerns are judged to be sufficiently serious or prolonged, and/or there are concerns that the PGR may be at risk of not successfully completing their degree, the process can lead to a more formal review stage with the possibility of withdrawal or transfer to a lower degree. The PGR must be advised that failure to meet requirements may lead to a recommendation for withdrawal or transfer to a lower degree.
- 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 must comprise a minimum of two individuals⁵ 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) and a Data Management Plan⁶. The PGR must provide a written

⁵ For those PGRs commencing study from 01 September 2018

⁶ For those PGRs commencing study from 01 September 2019

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. This will be available to PGRs through a notification in GRAD.
- 6.10 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 (see 4.3); that formal assessment and monitoring of progress takes place. Informed by the monitoring of these records by the Graduate School, it is the responsibility of the Head of School, (or School DPGRS or Head of Faculty Graduate School as appropriate (see note 7)) to ensure 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 has a material complaint, for example, they are dissatisfied with-any aspect of their studies, including their supervision or with the facilities for their research, the University has a process by which this can be raised and reviewed. A PGR should be encouraged to consult, as appropriate, their supervisor, Director of PGR Studies, Head of the Faculty Graduate School or other senior member of staff. A PGR might also contact the Graduate School Office. 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 Independent advice and support is also available for PGRs from LUU (Leeds University Union) in relation to both Complaints and Appeals. Their service for PGRs is confidential and independent from the University .

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

7.5 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 All PGRs in attendance at the University (full time or part time) should where possible be provided with a designated area for study with appropriate desk space, computing/IT resources to embark on, pursue and complete their research degree. Requirements may therefore vary over this period as a PGR engages with each stage of their research.

8.3 When resident in Leeds similar facilities should be made available for those PGRs studying under split site / dual PhD, distance learning or part-time arrangements, where appropriate.

8.4 Disability Services will discuss arrangements with PGRs who have a disclosed disability so they can determine their requirements for support as well as any reasonable adjustments for their studies and assessments through their research degree. Disability Services will then liaise with, advise and support the relevant Graduate School and academic supervisor(s) to put the adjustments in place.

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 PGR Progression and 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.
- 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 contactable 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 PGR Progression and 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 PGR Academic Language Needs Analysis and Development Scheme⁷ 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. Informing the Head of School if a PGR submits against their specific advice or refuses to show the thesis to the supervisor before submission;
10. 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.
11. Formal supervisory contact may take place by other means (eg video streaming, MS Teams or other similar software package when a PGR is away from the University including during periods of fieldwork) . Email does not count as a suitable method by which supervisory sessions can take place.
12. For those research degree programmes which have a significant taught component in year 1 and, therefore, have a standard period of study of 4 years full-time, the minimum number of supervision meetings required in year 1 may be less than 10 (or part-time equivalent).
13. In the case of part-time PGRs the equivalent point will be after nine months.

LDC/CR/CM/SH Sept 2022

⁷ Previous to session 2022-23 this was entitled: the Traffic Light Language Development Scheme

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.
	SOCIAL SCIENCES	<ul style="list-style-type: none"> • School of Education it is also preferable that applicants hold a Masters' degree with a minimum grade of Merit 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.
3.1	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. • 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	<p>The Departments of Economics, Management, Marketing and Work & Employment Relations Candidates :</p> <ul style="list-style-type: none"> • should hold a British Masters degree (or an equivalent degree from an overseas university) or an equivalent professional qualification: • a minimum average score of 60% (or equivalent) and in an appropriate academic discipline <p>The Departments of Accounting & Finance and International Business</p> <ul style="list-style-type: none"> • should hold a British Masters degree (or an equivalent degree from an overseas university) or an equivalent professional qualification: • a minimum average score of 70% (or equivalent) and in an appropriate academic discipline <p>Also,</p> <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.
	SOCIAL SCIENCES	<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 7.0 with at least 6.5 in all components

		<ul style="list-style-type: none"> TOEFL (iBT) of at least 100 with at least 22 in reading, 22 in listening, 24 in speaking and 23 in writing Pearson Test of English (Academic) 68 on PTE Academic, with at least 64 in each of the skills. 		
	ENVIRONMENT	The School of Food Science and Nutrition require IELTS 6.5 overall with no less than 6.0 in any component and TOEFL 92 overall, Listening 21; Reading 21; Speaking 23; Writing 22.		
	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 https://medicinehealth.leeds.ac.uk/faculty-graduate-school/doc/entry-requirements-1		
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 AND PHYSICAL SCIENCES	Chemistry, Mathematics and Physics: by the end of month 5 (full-time) or month 10 (part-time) Chemical and Process, Civil, Computing, Electronic and Electrical, Mechanical Engineering: 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 and Physical Sciences 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		
	SOCIAL SCIENCES	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 - 12	18	
	BIOL SCIENCES	9 (excludes periods of formal training such as laboratory rotations)		
	BUSINESS	12	24	
	SOCIAL SCIENCES	10	20	
	ENGINEERING AND PHYSICAL SCIENCES:	10	22	
	ENVIRONMENT	9-12	18-24	Integrated MSc/PhD Data Analytics and Society by 24 months. SOFI CDT candidates by 24 months
	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	https://minerva.leeds.ac.uk/ - follow links to the FBS Postgraduate Research Organisation
	BUSINESS	https://minerva.leeds.ac.uk/ - follow links to the LUBS Graduate School Organisation
	SOCIAL SCIENCES	Relevant School PGR handbooks
	ENGINEERING AND PHYSICAL SCIENCES	https://minerva.leeds.ac.uk/ - follow links to the Engineering and Physical Sciences Graduate School Organisation
	ENVIRONMENT	https://minerva.leeds.ac.uk/ultra/organizations/_401326_1/cl/outline Faculty of Environment Graduate School Minerva
	MEDICINE & HEALTH	https://minerva.leeds.ac.uk/ - follow links to the Medicine and Health Graduate School Organisation
6.6	Formal Assessment and Alternative Format Thesis	
	Further information on Formal Assessment, alternative format and practice-based format is available.	
	AHC	Faculty of AHC: Protocol for the format and presentation of an alternative style of doctoral thesis including published material
	BIOL SCIENCES	Faculty of Biological Sciences: Protocol for the format and presentation of an alternative style of doctoral thesis including published material
	ENGINEERING AND PHYSICAL SCIENCES	Faculty of Engineering and Physical Sciences. Please note that these arrangements are only approved for the schools of the former faculty of Engineering: Protocol for the format and presentation of an alternative style of doctoral thesis including published material
	ENVIRONMENT	Faculty of Environment: Protocol for the format and presentation of an alternative style of doctoral thesis including published material
	MEDICINE & HEALTH	Faculty of Medicine and Health: Protocol for the format and presentation of an alternative style of doctoral thesis including published material
6.7	Formal Assessment and Practice-led PhD	
	AHC	The practice-led PhD is only offered by the following schools and is set out in its own protocol : School of English School of Media and Communication School of Fine Art, History of Art & Cultural Studies School of Music School of Performance & Cultural Industries School of Design