

Guidelines and Process for a Change of Attendance in Leeds

Principles

It is expected that PGRs on Split-site, Dual Award or Distance-learning programmes will follow the set attendance points in Leeds as set out in the relevant programme documentation and/or as agreed as part of the admissions offer. The programme approval specification, and subsequent programme of study for Dual award, split-site and distance learning programmes will normally set out the pattern and periods of expected attendance in Leeds, for that programme of study. Specific attendance points should be agreed upon at the admissions stage and reported to the DC admissions team. Planned periods of attendance points will be recorded in Banner and then used by on course teams to support the right to study checks and student experience and duty of care before, and during, visits.

It is expected that the agreed pattern and period of attendance will normally be followed, however it is understood that there may be reasons that planned attendance points may need to change. Where there is a personal or academic need, variations to the pattern or periods of attendance in Leeds may be considered on a case-by-case basis by the Graduate Board's Progression and Examinations Group. The Supervisory team and Director of PGR Studies (acting as a nominee of the Head of School) and Programme Lead (if applicable) must support the request. Where there is a financial cost/implication to the School the Head of School must also consider and approve the request. Consultation and agreement of a collaborative partner (if applicable to the programme) must also be sought. PGRs who will require a visa for study in the UK must take advice from the Student Visa Advice team. Approval is not guaranteed and is subject to approval of both the School and PEG (and checks with the Student Advice Team) and care should be taken to manage expectations about applications.

Process: Request to change the period or pattern of attendance in Leeds

A request to change the period or pattern of attendance in Leeds must be made via the change of programme form and include confirmation of the following:

- The revised period or pattern of attendance requested.
- Reasons and case of support for the amended attendance period/pattern in Leeds.
- Support from the Supervisory team and Director of PGR Studies.
- The School holds in writing a request/confirmation from the PGR that they wish to amend their period or pattern of attendance in Leeds.
- If applicable to the programme of study, support from the programme lead to the revised pattern of attendance, and that this has been agreed with the partner Institution, partner Supervisors etc as needed.
- That any costs/financial implications have been considered and agreed (fees, funding, maintenance etc, as applicable to any agreements in place). Where there is a financial cost to the School, support from Head of School must be obtained.
- In the case of Dual Awards, that any assessment or examination requirements at each Institution can still be assured.

- If the PGR requires a visa for study in the UK that advice has been taken from the Student Visa Advice Team (including whether fresh ATAS clearance is needed).

Where a request will extend the period in Leeds above that set out in the programme the School must confirm it is satisfied that:

- Academic rationale and case of support for the amended attendance period.
- Practical considerations such as access to any lab space or equipment, or access to a desk have been considered and will be available.
- Study in Leeds will be on a full-time basis¹, and that normal engagement monitoring arrangements will apply, including supervision meeting records in GRAD².

Where a request will reduce the period in Leeds below the normal minimum in the programme of study, the School must confirm it is satisfied that:

- the PGR has access to appropriate equipment and resources, including IT facilities needed for the research outside Leeds, and that appropriate arrangements for supervision and any training or other activity are in place.
- the PGR has taken advice from their Government, Cultural Bureau or other appropriate body whether their degree (with significant periods outside the UK) would be accepted as a recognised degree in their home country.

On receipt of an application Doctoral College Operations will arrange for the request to be considered by the Progression & Examinations Group. If approved DCO will:

- Update the expected pattern of attendance in BANNER.
- Inform the Student Documents and Visa Team of that change for the purposes of any right to study checks.
- Issue written confirmation to the PGR of the change to the pattern of attendance. A copy will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships. A copy of the letter will be uploaded to GRAD.
- For PGRs on a Student Visa, a report to UKVI may also be required, or other follow up in relation to a CAS request to support an extended period in the UK.

When PGRs arrive in Leeds Supervisors should be supported by the Graduate School to provide comprehensive support during their visit, including community and pastoral support, as well as practical considerations such as access to any lab space or equipment needed, or access to a desk.

Document Version History		
Author	Date	Version
Progression and Examinations Group (DCO))	November 2023	1.0

¹ With the exception of PGRs registered for a part-time distance learning programme, where periods of study in Leeds will continue on a part-time basis.

² For full-time, a minimum of 10 supervision meetings, with gaps between meetings of no more than 8 weeks. It is expected that formal supervision meetings will normally take place in person. See the Code of Practice for full details.



Postgraduate Researcher change of programme arrangements form – Change to pattern of attendance

To be completed by the School to request a change to the agreed pattern of attendance in Leeds for a PGR on a split-site, Dual Award of distance learning programme. Schools are asked to consult the full *change of research degree arrangements* policy and guidance before submitting recommendations. PGRs who require a visa for study in the UK must take advice from the Student Visa Advice team. Requests are subject to approval of both the School and PEG (and checks with the Student Advice Team).

PGR details	Information	
PGR Name		
ID number		
School		
Programme		
Original attendance pattern		
Revised attendance pattern		
Case of support for change		
Checklist		YES/NO or N/A
Confirmation that the School holds in writing a request/confirmation from the PGR that they wish to amend their period or pattern of attendance in Leeds		
The Supervisors and Director of PGR Studies have approved the change to the pattern of attendance in Leeds		
If applicable confirmation of support from the programme lead (and confirmation this has been agreed with the partner Institution, partner Supervisors etc as needed).		

Any costs/financial implications have been agreed (fees, funding, maintenance etc, as applicable to any agreements in place). Where there is a cost to the School, the Head of School has approved.	
In the case of Dual Awards, that any assessment or examination requirements at each Institution, as set out in the programme of study, can still be assured.	
If the PGR requires a visa for study in the UK, confirmation advice has been taken from the Student Visa Advice Team (including whether fresh ATAS clearance is needed).	
Additional questions where a request will extend the period in Leeds	
Academic rationale and case of support for the amended attendance period has been included in the space at the top of the form	
Confirmation that the School is satisfied that practical considerations such as access to any lab space or equipment needed, or access to a desk have been considered and will be available	
Confirmation that study will continue to be on a full-time basis ³ , and that engagement monitoring arrangements will continue to apply, including supervision meeting ⁴ records in GRAD	
Additional questions where a request will reduce the period in Leeds	
Confirmation that the School is satisfied that the PGR has access to appropriate equipment and resources, including IT facilities needed for the research outside Leeds, and that appropriate arrangements for supervision and any training or other activity are in place.	
Confirmation that the School is satisfied that the PGR has taken advice from their Government, Cultural Bureau or other appropriate body whether their degree (with significant periods outside the UK) would be accepted as a recognised degree in their home country.	

DIRECTOR OF PGR STUDIES AUTHORISATION	
Name:	
Date	

³ With the exception of PGRs registered for a part-time distance learning programme, where periods of study in Leeds will continue on a part-time basis.

⁴ See the Code of Practice: The requirement is that a full-time PGR will have a minimum of 10 supervision meetings, with gaps between meetings of no more than 8 weeks. It is expected that formal supervision meetings will normally take place in person.