Research Student Handbook (2021)

The Graduate School
LEEDS BECKETT UNIVERSITY

Welcome to The Graduate School at Leeds Beckett

The Graduate School at Leeds Beckett aims to enhance the research student experience and support the university's strategic vision by providing a focus for research-degree provision.

Whatever your reason for undertaking a research degree, the university will support you to develop academically and professionally during your time with us, so do take advantage of the range of opportunities available. Research is very rewarding, but it is also challenging. To be successful in attaining your award, you will need to be motivated, prepared to work hard and committed fully to your programme of study. The reward for doing this will be significant, both intellectually and personally, and perhaps also financially.

We hope that the time you spend with us will be enjoyable. The Graduate School is here to support you throughout your research student journey – please get in touch whenever you need help or to provide feedback.

I wish you the very best in your studies and beyond.

Professor Rob Shail
Chair of the University Research Degrees Sub-committee

The Graduate School function

The Graduate School team manages:

- Research student administration.
- Marketing, recruitment and admissions.
- Strategy and governance of research development and research student programmes.
- Training and development.
- A supportive environment in which students and staff can interact and work.

The team provides professional advice and guidance on a wide range of topics at any point before, during or after your studies. If you experience difficulties, please contact us as soon as possible so that we can respond effectively. We also provide letters in support of visa applications, transcripts and stamps for railcard applications.

The Graduate School team structure

The Graduate School will be your main point of contact in relation to administrative matters, policy and processes, regulations and student development opportunities. The team can be reached by emailing researchstudentadmin@leedsbeckett.ac.uk .

How we keep in touch with you

Most communication will be via SAM and your student email. It is very important you check your email regularly so you do not miss opportunities or key messages.

Staff who are also students

The Graduate School will only communicate students via their student accounts, it is not possible to use alternative accounts, such as your staff or personal email accounts.

Should you experience any issues accessing your student account due to the University's single sign on system please try the following recommendations:

1. Use a non-university PC/laptop. There shouldn't be any issues accessing the account, using your student email and password.

2. Open a new incognito browser window and paste the SAM link https://sam.leedsbeckett.ac.uk/ in, then log in with your student email and password.

3. Log in to MyBeckett with your student information (you will need to use the "Alternative Login" hyperlink towards the bottom of the page). Find "Research" tab, find "SAM", then log in with your student email and password.

4. Redirect your student email account to your staff account; this reduces the need for you to check both accounts. Further instruction on how to redirect your student account can be found here. Please note that there have been instances where not all emails have been redirected so we still encourage staff to check their students accounts on a regular basis.

Student Admin Manager (SAM)

The Graduate School uses an online web-based system to manage the administration of the Research Student journey. This is a single point of information, which provides details of your research programme, highlights key deadlines and tasks as well as a dedicated area for training and development opportunities. Research students, supervisors, key academic staff and the Graduate School all use this system.

To login to SAM please go to: https://sam.leedsbeckett.ac.uk

Using this handbook

This handbook will guide you through all the processes for undertaking a research degree.

We offer the following research programmes:

> Masters by Research (MRes), Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Philosophy by Existing Published Work.

 We also offer the following professional doctorates:

> Doctor of Education (EdD)
> Doctor of Business Administration (DBA)
> Doctor of Professional Practice in Sport (DProf Sport)
> Doctor of Creative Arts (DCA)
> Doctor of Professional Practice in Built Environment (DProf. Built Environment); Doctor of Engineering in Civil Engineering (EngD); Doctor of Professional Practice in Construction Law (LLD. Construction Law); Doctor of Professional Practice in Planning and Housing Studies (DProf. Planning and Housing); Doctor of Professional Practice in Project Management (DProf. Project Management); Doctor of Engineering in Sustainable Buildings (EngD)

Doctor of Administration (DBA), Doctor of Education (EdD) and Doctor of Engineering (DEng).

We hope this handbook will answer all of your questions, but if there is something not covered here then please get in touch. This handbook should be read in conjunction with our **Research Award Regulations, General Student Regulations** and the **Code of Good Practice for Research.**

Contents

1: Key information about our university

Our university research is focused around three distinct themes, reflecting our strengths and aligning our 10 academic schools with the units within the Research Excellence Framework (REF).

The themes are: Health and Wellbeing, Sustainability, and Culture. They are outward facing with existing and potential links to industry, city councils, organisations and other universities.

Research within the **Health and Wellbeing** strand fosters a collaborative environment across many subject areas within research units and schools. This relates to all aspects of health and wellbeing, drawing on physical, mental, nutritional and environmental (technological, spatial awareness and design) elements. Health economics, finance and business are also included.

Research within the **Sustainability** strand brings together a number of subject areas and schools relating to the built environment, travel, tourism, engineering, business, technology and computing.

Research within the **Culture** strand is interwoven across many schools and subject areas, drawing predominately on the arts and humanities but also architecture, business, technology and computing, creating and defining physical and social space and awareness.

The Graduate School and academic schools

Whilst there is a clear distinction between The Graduate School's remit and the academic schools, we actively work together to ensure a smooth and timely progression through your studies.

Academic schools

Our schools are responsible for providing supervision, appropriate facilities and access to agreed development funding. To view your Standard Entitlements as a research student, please click here.

Alongside 10 schools that undertake research activity specific to their subject groups, there are a number of research centres covering a very wide range of subjects.

Governance and other important policies

Please read the following documents online:
Academic Regulations (Section 11: Research Awards)
General Student Regulations

The Research Degrees Sub-Committee

The Research Degrees Sub-Committee (RDSC) sits within the university's Research & Enterprise Committee. Chaired by a senior professor, the membership consists of experienced, senior research-active staff. It is the sole authority for developing policies associated with research degree programmes, making and approving changes to your student record and arrangements for your examination. The RDSC meets on a monthly basis and considers all issues relating to research degree programmes and research students.

Code of Good Practice for Research

The university expects all academics and students to conduct research to the highest standards of rigour and integrity. We are committed to providing a high-quality learning environment and ask that you, as a research student, familiarise yourself with and abide by the Code of Good Practice for Research and the Student Code of Discipline.

Plagiarism and duplication

Plagiarism is a term used for passing other people's work off as your own. This can include materials, ideas, maps and diagrams, printed or electronic.

As a research student, you are expected to know what plagiarism is and be able to manage your academic work to avoid intentional or unintentional plagiarism.

The academic integrity tutorial (an online module in MyBeckett which is linked from this page and also the Research Training Programme in MyBeckett) will help you understand and develop the necessary referencing skills to prevent plagiarism.

Duplication is where you submit work that is identical or has a significant amount of work which has already been submitted for an award without appropriate referencing. For example, it is accepted that initial work or data from a masters programme could be used as a small part of a further study at PhD level. You must ensure you correctly reference the earlier work.

Plagiarism and duplication of work can carry severe penalties, including termination of registration.

Referencing

Most schools in the university uses Harvard style referencing and has produced 'Quote, Unquote' to guide you. The exceptions are, Psychology who use APA and Law will use OSCOLA.

Please familiarise yourself with the relevant referencing guidance for your research.

Copyright

There may be times during your research when you will need to use copyrighted items such as images, text or videos. To understand what you can and can't use, please contact the Library.

Please refer to the following pages for further information:
Copyright for research and teaching
Where you are incorporating others work (images, data etc.) into your thesis, you may also need this information on Third party copyright.

Research ethics

The university expects all research undertaken by staff and student complies with the legal requirements for the UK and/or the country of location of the research project. Every research

student needs to comply with our [ethical procedures and policy](#).

Intellectual Property Rights (IPR)
[Intellectual Property Rights Policy](#)

Ownership of IP created and/or developed by Students will belong to that student unless:

- They are a sponsored student or otherwise specifically recruited on the basis that IP will be owned by a third party or sponsor, where the student agrees that IP created by the student will be assigned to the sponsor/third party.

- The IP builds upon existing IP generated by Staff, the IP is jointly created with Staff or the student is specifically recruited on the basis that the IP will be owned by the University. In these circumstances, the IP will be assigned to the University by the Student, and the University will deal directly with any required assignment to a third party or sponsor.

- IP is created in University teaching materials; in which case the University will own the IP.

Where IP created by Students is owned by the University pursuant to this policy:

- The University will not claim any income in relation to scholarly works created by Students.

- The Student will sign and execute all such documents and do all such acts as are required to transfer ownership of IP to the University, and to protect and enforce IPRs.

Other university policies

- Leeds Beckett Counter Fraud and Anti-Bribery Policy

https://www.leedsbeckett.ac.uk/partners/corporate-assurance/counter-fraud-and-anti-bribery/

- Equality and Inclusion

https://www.leedsbeckett.ac.uk/public-information/equality-and-inclusion/

- Data Protection

https://www.leedsbeckett.ac.uk/partners/compliance-legal/data-protection/

- Freedom of Information

https://www.leedsbeckett.ac.uk/public-information/freedom-of-information/

- Research Integrity

https://www.leedsbeckett.ac.uk/research/research-integrity/

Research data management

You will probably be collecting and creating a quantity of research data throughout your research degree. This may include personal or sensitive data. Part of the Ethics process, but also to comply with the University's Open Research policy is to create a Data Management Plan to ensure you consider the storage, preservation, use and reuse of that data.

Student representation

As a research student, you will automatically become a member of the [Postgraduate Research Society](#). This is a fantastic way to meet other research students, exchange ideas and talk through challenges in a more informal way. Feedback is important to us, and the society offers various ways to provide feedback to the Graduate School and your research supervisors.

Postgraduate Research Student Representatives

Each year both doctoral and masters level PGR students have the opportunity to become a PGR representative for their School. The PGR Representatives will elect one to act up as the PGR Students Community Convenor.

The PGR representative role provides a means by which the PGR community is represented in formal University and Students' Union structures and through which PGR students can raise any issues and concerns, communicating their opinions and thoughts on their student experience to the appropriate colleagues. It also provides an opportunity for PGR students to influence and be co-creators in the formulation and development of future University policy affecting research degree programmes, ensuring that the PGR student perspective is considered.

There is also the opportunity for you to put yourself forward for election on to the University Research Ethics Committee and the Research and Enterprise Committee when a position becomes available.

Appeals

If you feel that you have been unfairly treated during your programme of study, then you may have grounds for appeal. Please note that you cannot appeal on academic grounds.
For more information, please see: [Academic Regulations Section 9](#) and [Student Hub 'Appeals'](#).

Complaints

The Graduate School will attempt to resolve concerns or complaints informally. However, if you wish to make a formal complaint, please follow our Student [Complaints Procedure](#).

Expectations and responsibilities

When you accept and start your research degree, you are entering into a contract with the university.

The university will:

> Provide an environment which is conducive to undertaking research.
> Have clear requirements and standards for all research degree programmes through its Academic Regulations (Section 11: Research Awards) and its processes and procedures outlined in the Student Handbook for Research Degree Programmes.
> Have admission procedures that are clear, consistent and applied in a fair manner.
> Ensure admission decisions involve at least two members of academic staff, one of who will be in a senior position within the school to which the applicant has applied.
> Ensure that each research student has an appropriate supervisory team.
> Ensure that appropriate facilities and training opportunities are available.
> Ensure that training and development is undertaken by all academic staff who are supervising research students.
> Provide governance through the RDSC, the decision-making committee for all research student matters and quality standards.

It is very important you familiarise yourself with the programme of study, milestones and administrative processes for your research degree (found in this handbook). This will ensure you understand what is expected of you, the reporting mechanisms and your relationship with your supervisors.

As a research student, you will:

> Become familiar with and observe the relevant regulations and policies for your research programme, in particular Academic Regulations (Section 11: Research Awards) and the Code of Good Practice for Research
> Use the SAM system.
> Attend the compulsory induction and any follow-on workshops.
> Use your research student email account at all times, when communicating with your supervisors and The Graduate School.
> Complete online enrolment with the university at the start of each academic year.
> Pay your tuition fees on time at the start of your course and then annually.
> Keep in regular contact with your supervisory team.
> Prepare appropriately for your meetings with your supervisory team and make a record of each meeting.
> Raise any issues or difficulties concerning your progress with your supervisors promptly.
> Meet all milestones for your programme of study and undertake all necessary preparation, including ethical approving.
> Commit to your research topic 35 to 40 hours per week for full-time study and between 12 and 16 hours per week for part-time study.
> Complete a Research Training Programme prior to examination.
> Ensure you understand the requirements of submission and the process of examination.
> Attend monthly sign-in meetings held by the Graduate School **(For Tier 4 Visa students only)**
> At all times, treat staff and other students with respect.

To assist you in reaching your goal, you will be assigned a supervisory team to support you, and you will take part in a Research Training Programme that will develop your research skills.

The University wants all its students to succeed. Academic engagement – participation in learning opportunities and assessments, accessing resources and support – supports successful completion for students as well as compliance with the related requirements of professional, regulatory and funding bodies. The Academic Engagement Policy sets out what we expect of students, how we monitor and support engagement and what happens if academic engagement is unsatisfactory.

You may also find the [Student Charter](#) a useful document. It outlines how the university and Students' Union are working together to provide an inclusive, safe and engaging learning environment.

Supervision

To manage your meetings, upload notes and other information please log into SAM
https://sam.leedsbeckett.ac.uk

All our research students are supported by a supervisory team consisting of two academic colleagues - a Director of Studies and a supervisor. Sometimes, an advisor might be added to the team when specialist knowledge of the research or methodology is required.

Together, the supervisory team will:
- Provide support on your research project.
- Offer advice on relevant training.
- Monitor your academic progress throughout your studies.

More information on supervision can be found within our [Academic Regulations](#) (Section 11.12).

Supervisory team

Your Director of Studies (DoS) will:
➢ Use the SAM system
➢ Keep up to date and understand the academic regulations and all policies and procedures relating to research degree programmes.
➢ Provide guidance on your work and the standard expected throughout the programme of study and monitor your progress.
➢ Provide guidance on the planning of the research programme, including literature, sources and appropriate methodologies.
➢ Maintain regular contact and be accessible at the agreed and other reasonable times, as well as trying to ensure as far practicable that supervisory session are uninterrupted.
➢ Provide clear, constructive feedback in an appropriate timescale.
➢ Communicate any inadequacy of progress or standards of work below those expected as soon as possible.
➢ Keep you on track to meet all milestones within the timescales and ensure you are well prepared for the confirmation of registration, annual progression and examination.
➢ Regularly review your training needs and agree a continuing programme of research training and development.
➢ Propose to the university RDSC the names of examiners for the thesis.

Your supervisor will:
➢ Use the SAM system
➢ Support the work of the DoS and provide appropriate subject specialist and/or general guidance to you.
➢ Maintain contact with you and the DoS with sufficient frequency to ensure the DoS is aware of the progress being made.
➢ Share concerns about any lack of progress or issues.

Making the most of your supervisory meetings

The formal supervisory meetings are an opportunity for you to discuss your research, progress, challenges and concerns. You will need to provide an update and evidence of what you are currently working on and what work needs doing. If you wish to discuss your written work, you should remember to send it to your supervisory team two or three weeks in advance so that they have the opportunity to read it and provide constructive feedback.
These meetings will help you develop an effective working relationship with your supervisory team. Try to make these meetings as constructive as possible.

Frequency of supervision meetings and record keeping

Formal supervision meetings take place once a month for full-time students and once every two months for part-time students. Contact may, of course, be more frequent. Feedback on your work will play an important part of these meetings. You should use SAM to make notes of the meeting and these should be agreed with your supervisory team. Your supervisory team can also create meetings on SAM and add notes which you will be able to approve as accurate.

To log into SAM: https://sam.leedsbeckett.ac.uk

Use of the meeting notes

The written notes will act as a reminder of the discussion and the work that needs to be done in the days and weeks following the meeting. The meeting notes will also form part of your annual progression review pack in SAM.

What happens if something goes wrong or your supervisors leave the university?

The relationship between you and your supervisory team is very important. However, sometimes relationships break down or a supervisor may leave the university. In these cases, you should talk to your supervisory team. If you do not feel comfortable talking to your supervisory team or the issues persist, you can talk confidentially to members of the Graduate School or your school's Director of Research and/or Director of Postgraduate Programmes.

Changes to the supervisory team

Changes will only occur when:

➢ A member of the supervisory team leaves the university.
➢ There are exceptional circumstances, such as a breakdown in the relationship within your supervisory team.

In either case, the supervisory team, following discussion with you, will be required to put a request to the RDSC to make changes to the team.

Summary

- ➢ Make the most of your relationship with your supervisory team.
- ➢ Use their expertise and accept constructive feedback.
- ➢ Remember, you need to organise meetings through SAM and be prepared.
- ➢ Keep a record of each meeting through SAM and spend a couple of minutes at the start of each meeting reflecting on what was said previously.

2: The student lifecycle

Type of Student	Year	Programme of Study
PhD (FT)	1	Induction Confirmation of registration (by month 4) First annual progression (month 10/11)
	2	Annual progression
	3	Annual progression
	4	Move to write-up if criteria is met Thesis submission, examination and conferment of award
PhD (PT)	1	Induction Confirmation of registration (by month 6) First annual progression (month 10/11)
	2	Annual progression
	3	Annual progression
	4	Annual progression
	5	Annual progression
	6	Move to write-up if criteria is met Thesis submission, examination and conferment of award
MPhil (FT)	1	Induction Confirmation of registration (by month 4) First Annual progression (month 10/11)
	2	Annual progression
	3	Move to write-up if criteria is met Thesis submission, examination and conferment of award
MPhil (PT)	1	Induction Confirmation of registration (by month 6) First annual progression (month 10/11)
	2	Annual progression
	3	Annual progression
	4	Move to write-up if meet the criteria, completion of Research Training Programme (RTP) Thesis submission, examination and conferment of award
Professional Doctorate	1	Induction Confirmation of registration (by month 6) First annual progression (month 10/11)
	2	Annual progression
	3	Annual progression
	4	Annual progression
	5	Move to write-up if criteria is met, completion of RTP Thesis submission, examination and conferment of award
PhD by EPW	1	Thesis submission, examination and conferment of award
Masters by Research (FT)	1	Induction Thesis submission, examination and conferment of award
Masters by Research (PT)	1	Induction Annual progression
	2	Thesis submission, examination and conferment of award

Induction

Your first face-to-face contact with the university (unless you have been a student previously) will be at your **research student induction**. The induction is compulsory for new students, and it will introduce you to the requirements of your programme of study, the university and facilities. It will also ensure you are ready to start your research journey. During the induction, you will have the opportunity to meet senior academic colleagues and network with other students.

Research Training Programme (RTP)

To access development opportunities, Training Needs Analysis (TNA) and upload associated documents, please log into SAM**:** https://sam.leedsbeckett.ac.uk

We know that postgraduate research study is challenging. Today, a research student is expected to gain the skills needed to become a competent researcher in their chosen discipline whilst also developing a range of transferable skills that will broaden their career options. The RTP aims to help you do this by offering a range of development opportunities. The impact of these activities will be reflected on and collated in an e-Portfolio and, ultimately, through the production of your thesis.

At your first supervisory meeting, you should aim to discuss your training needs and complete your training needs analysis (TNA).

Unless you are an MRes student, the RTP is compulsory for all research students.

If you are studying an MRes, you will not have to undertake an RTP or produce a portfolio; however, you are encouraged to attend development opportunities to help broaden your research and transferable skills.

Some students on particular programmes (those on studentships with the Arts and Humanities Research Council (AHRC) Heritage Consortium and the North of England Consortium for Arts and Humanities (NECAH), for example) will access their RTP via the formal training that is part of their programmes. Such students are, of course, welcome to take part in any RTP development opportunity provided by the university.

The RTP offers a range of workshops and seminars, both generic and subject specific, designed to develop your skills as a research student. We have mapped our development provision to Vitae's Researcher Development Framework, and their four 'domains':

➢ Knowledge and intellectual abilities.
➢ Personal effectiveness.
➢ Research governance and organisational.
➢ Engagement, influence and impact.

Log on to SAM and click on 'Calendar' in the left hand column to access the RTP opportunities available.

In addition to the RTP, there will be opportunities to attend school-based workshops/seminars and conferences.

Your RTP must be completed prior to submitting for examination.

3: Progression and review

There are two key formal assessments to ensure you are making progress through your studies.

These are:

> ➢ **Confirmation of registration**
> ➢ **Annual progression**

Confirmation of registration (CoR)[1]

The CoR process is administered via SAM https://sam.leedsbeckett.ac.uk

This applies to all MPhil and doctoral students with the exception of PhD by Existing Published Work students.

The CoR meeting is the first milestone in your research student journey and examines the following:

> ➢ Whether your project is appropriate for the level of the award.
> ➢ Whether you are able to deliver the project.
> ➢ That the necessary resources (facilities, software etc) are in place.
> ➢ Whether there are any ethical issues.

Organisation the CoR

The Graduate School organises these meetings. There are established weeks when the CoR will take place. You will be prompted via SAM system when your CoR is due, either four months after enrolment as a full-time student or six months after enrolment if you are a part-time student. The report should be submitted via SAM no later than two weeks before the meeting.

What is expected at CoR?

The document you will need to complete ahead of your CoR is normally an extension and refinement of your original research proposal. Your supervisory team will provide guidance as to the precise format and length, although it is usually between 3,000 and 6,000 words.

Even at this early stage, any writing, such as your draft chapters, should follow the university's format and referencing requirements.

> ➢ A4 format.
> ➢ Arial 11.
> ➢ Footnotes (if used) Arial 10.
> ➢ Margins: Left hand side – not less than 40mm; right hand side – not less than 15mm.
> ➢ Harvard (or other required) referencing

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[1] Academic Regulations, Section 11.16

The document will be circulated via SAM to the CoR panel prior to the meeting so they can review it and prepare questions. The CoR panel is made up of senior academics, and at least one will be familiar with your area of research.

The meeting will be the first formal occasion where you will have the opportunity to talk about your research, including your aims, methods and timeframes. Whilst you will be questioned by the panel, it will be a supportive environment and the panel will provide recommendations to help your progression.

You should work with your supervisory team to prepare your submission and to ensure you are all aware of the timeframes. Your supervisory team should also attend the CoR meeting.

What are the panel looking for?

The panel will address the following questions (and you should, therefore, address these areas in your document):

➢ Will the project enable the candidate to achieve a research award at the designated level? (In other words, is this a doctoral-level study or does it meet the requirements for the other levels of research award?)

➢ Is the candidate likely to be able to pursue the research project at that level? (This is a question about your abilities – your document and your answers to questions you are posed are the evidence for this element.)

➢ Are there sufficient resources available? (Do you need particular equipment, software, travel to archives, etc? Will these things be available? This question is really about the viability of your project and is as much a question for your supervisors as for you.)

➢ Does the candidate have any training needs and have they undertaken their TNA for their RTP?

➢ Have any ethical issues been addressed?

The CoR meeting will be carried out in English and will be a sufficient length to enable full consideration of all aspects of the project and its development.

What happens at the end of the CoR?

At the end of your CoR meeting, you should leave with a clear outcome and recommendations from the panel on how you should progress your studies. Most likely, the decision will be that you continue on your programme with some recommendations about how you might proceed most effectively.

The panel <u>may</u> recommend a change to the award level or termination of the programme. These are unusual outcomes – but they can happen, so your preparations for the CoR should be meticulous.

You will receive an official outcome from the Graduate School via SAM. The outcome is also reported at the next meeting of the Research Degrees Sub-Committee (RDSC).

Can I change the date of my CoR?

It is not normally permitted to change the date of the CoR. If you need to change the day outside of the usual CoR weeks, you must submit a request by email to the RDSC as soon as possible – email ResearchStudentAdmin@leedsbeckett.ac.uk to do this. Only in exceptional circumstances will this be approved, and the committee will require independent evidence, such as a medical certificate or a statement from your Director of Studies, in order to approve a change of date.

Summary

- ➢ **Await confirmation of the date of your CoR from the Graduate School (this should happen in four months if you are full- time/six months if you are part-time).**
- ➢ **Prepare your submission.**
- ➢ **Submit your documentation through SAM by the deadline.**
- ➢ **Be prepared to talk about your research and answer questions**.
- ➢ **Remember to enjoy the process**!

Annual progression[1]

The annual progression process is administered via SAM https://sam.leedsbeckett.ac.uk

Annual progression is a very important milestone as it is the official mechanism by which you will be permitted to move from one year to another. All research students studying on a programme that lasts for more than a year will have an annual progression meeting. Its purpose is to ensure you have made sufficient progress, have plans in place and the sufficient support to complete your programme successfully.

They usually occur in the month before you are required to **re-enrol online.** For example, if you started your course in February, you can expect to attend your progression meeting in January of the following year.

At this time, you must also have confirmed that you agree to pay the next year's fees or have provided your sponsor letter.

For more information, please click here.

Panel

The annual progression panel normally consists of two senior academics.

Other attendees: There will be representation from The Graduate School.
Supervisors are also encouraged to attend. However, panels will still go ahead without your supervisory team in attendance.

Organisation of the annual progression meeting

The Graduate School organises these meetings and the dates are set a year in advance**.** These meetings are held in person at either City or Headingley campus depending on which school you are in.

The Graduate School will contact you and your supervisory team by SAM to arrange the meeting. You are responsible for ensuring you have an annual progression meeting and that you submit an annual progression report, with your supervisory team's comments, within the deadline. Failing to do this could impact on your progression and you may not be able to take up your next year of study.

What is expected – your progression document

For the annual progression, you and your supervisory team will complete a short report through the SAM system. The report should be no more than 500 words and should discuss the past, present and future of your studies. For example:

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[1] Academic Regulations, Section 11.14

Student input
➢ Work you have done during the previous year.
➢ What you are doing now.
➢ Future plans – how you are working towards the end of your programme.
➢ RTP update.
➢ Ethical issues and/or approval.

➢ If you have had difficulties which you feel have hampered your progress, you must provide evidence of the extenuating circumstances and details of your discussions with your supervisors.

Supervisor input
➢ Comments on the student's performance and progress to date.
➢ Highlights issues or concerns.

You must include a **timeline** of when and how you expect to complete your thesis with your submission, which you must submit to The Graduate School via SAM no later than two weeks prior to the meeting taking place.

What will the panel be looking for?

The panel will have read your report prior to the meeting and will have prepared questions. The meeting will last no more than 30 minutes. There is no need to prepare a presentation. However, for some subjects, it might be sensible to prepare some visual material to show what you are doing.

The format of the meeting will be:

➢ A pre-meeting between the panel to discuss the documentation submitted and prepare for the discussion with the candidate.

➢ Students will usually be asked to outline their work orally and then respond to questions from the panel (normally a maximum of 20 minutes in total). You may be asked to do a presentation, especially if working in a visual or practical field.

➢ A discussion with the candidate regarding their work/progress.

➢ A representative from The Graduate School may discuss any issues relating to fees and registration.

➢ The panel's conclusions will be discussed with the candidate.

Outcomes

You will be told the outcome of your progression at the end of the meeting. The annual progression panel has the authority to decide the following outcomes:

- ➢ Continue.

- ➢ Continue with a written warning.

- ➢ Alternative award.

- ➢ Withdraw.

You will be notified by The Graduate School of the outcome and any work to be undertaken as part of the conditions of continuing on your programme.

The outcomes of annual progression will be reported to the RDSC.

Progression meeting (additional)

During the academic year, if there are issues or concerns with your progress, a meeting may be arranged to discuss your problems and the provision of appropriate support. This meeting can also serve as a follow up to the annual progression should you receive the outcome 'continue with a written warning'.

What to do next?

If you have received '**continue' or 'continue with a written warning**', you must re-enrol immediately. For outcomes '**alternative award' and 'withdraw,**' you will be advised of what you need to do by The Graduate School.

Summary
- ➢ **Check the Important Dates on The Graduate School's website.**
- ➢ **Await confirmation of the date of your progression meeting via SAM**
- ➢ **Prepare the documentation and liaise with your supervisory team to complete their section. It may be useful to have a meeting prior to completing the form.**
- ➢ **Submit the form via SAM to the Graduate School by the deadline.**
- ➢ **Prepare to discuss your research and answer questions.**
- ➢ **Have your next year's fees available or supply a sponsor letter.**
- ➢ **Re-enrol online and pay your fees (or supply a sponsor form).**

4: The examination process

This section explains the process by which your work will be examined. To aid the process, you should inform the Graduate School, by email, two months before you intend to submit your thesis.

SAM

The examination process now takes place via SAM. Further practical guidance can found in the [SAM examination process guide](#)

The examination team

Whether you are studying for an MRes, MPhil, PhD, PhD by Existing Published Work or for a professional doctorate, your examination team will be arranged in the same way. Your supervisors will put together an examination team based on the subject of your research and they will make a formal application to the Research Degrees Sub-Committee (RDSC) for approval. The RDSC will discuss the experience of the team and whether it has the appropriate subject expertise, and it will establish its independence from your supervisory team (so that the university can be reassured the process is robust and fair). Only when the RDSC approves the team can arrangements be made for the examination. The committee's decision is final.

Examination Arrangements should be submitted and approved well in advance of the students' final submission date

The examination team will be set up as follows:

One external examiner – this will normally be an academic member of staff from another institution or a professional who has expertise in your area of work.
Note: university staff members who are also students will require **two external** examiners. If you are a member of staff, a graduate teaching assistant or have another type of staff/student contract but leave employment within the year prior to submission, it is likely you will still require two external examiners. Your examination arrangements will be discussed by the RDSC, with all decisions made on a case-by-case basis.

One internal examiner – a member of the university's academic staff but not one of your supervisors.
Your supervisory team should let you know who is in the examination team so that you can familiarise yourself with the members' work**.**

However, you should not make contact with the examination team under any circumstances. Any contact could compromise the independence of the examination team and threaten the integrity of the process. If you contact your examiners in advance of your viva, the examination team is likely to be declared void and the process of establishing a new team would have to begin again. This will leave you subject to a delay in achieving your award. It may also result in disciplinary procedures.

Independent chair

An independent chair will be present throughout viva voce examinations. Their role is to ensure the examination is conducted within our university guidelines and that you are not under any undue duress. The independent chair is not an examiner and will not take part in the examination of your thesis.

Supervisors

If you wish, you can ask your supervisory team to be in attendance whilst you are examined in your viva voce. The team will not take any part in the examination and nor will members they be allowed to speak. However, it is often a good idea to have a supervisor present so they can take notes about the question areas and any amendments that you might need to make.

Examination process for MRes

The normal length for an MRes thesis should be:

Science and engineering	19,000 words
Other areas	30,000 words

Your examination team will decide whether your research meets the standards for the award (see the QAA Quality Code for Higher Education) and whether it is your own work.

It is a pass/fail award. The examiners will, in the first instance, recommend either that you be granted the award or that you be offered the opportunity to resubmit your thesis with corrections, which they must detail. Even after a second reading, the examiners could still decide not to make the award.

If you are studying for an MRes, then it is normal that your thesis is examined without you having to undertake a viva voce examination (where you verbally defend your thesis). However, the examination team can request a viva voce if they feel it necessary. If this happens to you, it is not necessarily a bad thing (examination teams may wish to meet the brilliant academic who has written something so wonderful – really!), but you will need to prepare for the process, so contact your supervisor to arrange a mock viva ahead of the real thing (see below).

Examination process for MPhil, PhD, PhD by Existing Published Work, all professional doctorates

The examination process for these awards has two elements:

➢ The thesis – this is where you demonstrate your expertise and present your research findings in writing. Your examination team will assess your thesis and prepare reports that will form the basis for discussions with you in the viva voce examination.
➢ The viva voce - where you will verbally defend your thesis.

Purpose of the viva voce

Your viva voce will enable you to:

➢ Demonstrate the thesis is your own work.
➢ Confirm you are able to defend what you have written.
➢ Show your understanding of where your work fits in the wider research field.
➢ Respond to examiners' questions and provide any clarifications of the written thesis.
➢ Establish if the work is of a sufficiently high standard to merit the award you have submitted for.

You can read more about the examination process in our Academic Regulations.

5: Preparation of the thesis (for submission for examination)

The university has requirements on how a thesis should be presented. Your thesis should be:
➢ In English.
➢ In line with the requirements of the '[Format of Presentation of Theses](#)' document.
➢ You may be required to submit hard copies of your thesis for examination. This will be discussed and agreed with the Graduate School prior to your submission.

Thesis format
A typical contents page

Everyone's thesis is different, but the following may help you to think about what sorts of things need to be in your thesis and how it might be structured. Compulsory elements are the abstract and the bibliography. No thesis ever does well without an introduction, a conclusion and a range of evidence chapters. Different subject domains have slightly different emphases. Discuss what your contents page should look like at an early stage with your supervisors. This might be similar to the thesis outline you prepared for your CoR.

SAMPLE CONTENTS PAGE

Abstract
This defines the nature and scope of your thesis and defines the contribution to knowledge it makes.

Acknowledgements
This is not compulsory, but it is customary to thank people who have been helpful in the completion of your study and to acknowledge permissions from interviewees or holders of rare materials, etc. Ask your supervisor for details.

Introduction
What is your thesis about? What questions does it set out to answer? What is your hypothesis, and (in brief) how do you set out to test it? Have your objectives been met?

Chapter 1. Literature review
Your survey of the field. This is how you establish that your work is 'filling a gap' in the literature.

Chapter 2. Methodology
What methods are available for this kind of study? Which ones have you selected and why? What gaps might there be in your choices, and why do you think your chosen method is most effective?

Chapter 3. Data
The things you have found out from pursing your methods.

Chapter 4. Data
Continuation of this discussion in a different arena.

Chapter 5. Data
Continuation of this discussion in a different arena.

Chapter 6. Findings
What does all this data tell you?

Chapter 7. Conclusions.
Is your working hypothesis supported by your findings? What are the specific answers to your original research questions? Can you establish that your objectives have been met? Are there helpful suggestions for future directions for this kind of work?

Bibliography of works cited

Appendices
Whether this is necessary depends on the kind of thesis, but it might include things like transcripts of interviews, facsimiles of unpublished source data or archive material, etc. Talk to your supervisors about this element.

Abstract

Your thesis must contain an abstract. The abstract should be about 300 words and provide a synopsis of the thesis. It should consider:

➢ The nature and scope of the work undertaken.
➢ The contribution made to new knowledge within the subject.

The abstract heading should include:

➢ The name of the author.
➢ The award title.
➢ The title of the thesis.

The abstract should be positioned after the title page but before the contents page.

Bibliography of works cited

Using the Harvard Style of referencing, you will be required to produce a list of all the materials cited in your thesis. Unless you are a within Psychology (APA) or Law (OSCOLA).

Other information required (if appropriate)

If your research programme is part of a collaborative group project, you will need to indicate in the thesis your contribution and the extent of the collaboration.

You are free to publish aspects of your research in advance of the examination, but you must make reference to it in the thesis. Copies of published work should be bound in with your thesis or placed in a secure pocket at the end of the thesis.

Length of thesis

The thesis should not exceed the following word limits (excluding ancillary data, eg bibliographies and appendices):

PhD:
Science and engineering	50,000 words
Other areas	100,000 words

Professional doctorate:
All subject areas	See individual programme guidance

MPhil:
Science and engineering	25,000 words
Other areas	50,000 words

Other forms of submission

For creative and practice-based research awards, the word count for the written thesis may be lower. This is because these types of awards include a significant part of your own creative work. The creative work submitted for examination must be documented through appropriate textual and photographic, video, CD-ROM or DVD evidence, including any artefacts or documentation integral to the creation of the work.

In the case of research by creative work, the submission should conform to the guidelines set out in the Academic Regulations.

How to submit your thesis for examination

Step One

Unless your examination arrangements were **approved prior to August 2021** (your supervisor can advise) you will need to submit your thesis for examination via SAM.

You will be required to upload your thesis and complete our online forms.

These can be found by choosing the following pathway SAM -> Graduate School -> My Project ->Examination Application>Submit Thesis

Further, practical guidance can be found in SAM examination process

If your examination arrangements have been approved prior to August 2021 you can email your thesis and your thesis submission form to Researchstudentadmin@leedsbeckett.ac.uk

Our forms require you to make a statement regarding the originality of your work and stating any work which may have been submitted for a comparable award. Your Director of Studies will also be asked to make a statement to this effect on the form and, where relevant, raise any concerns about the originality of the work. At this stage your, RTP should also be signed off by your supervisors. The Research Training Policy will guide you through this process.

Any concerns raised by the Director of Studies may be investigated before the thesis is provided to the examiners. Any investigation will conform to the provisions of the Code of Good Practice, Regulations Relating to Misconduct in Academic Research or Academic Regulations Section 11

Step Two

The Graduate School will confirm if you are required to submit hard copies of your thesis for examination purposes. If these are required, they can be submitted to the Research Student Officer, The Graduate School, Leeds Beckett University, 109 Broadcasting Place, City Campus, Leeds, LS1 3HE

Number of hard copies to be submitted for examination purposes

The number of copies required will be agreed with the Graduate School. However, if hard copies are required then the standard number is:

For students who are not staff members - three copies
For students who are staff members or need two external examiners - four copies

Number of electronic copies for examination purposes

A single electronic copy should be uploaded on to SAM.

The electronic copy will be checked using the university's plagiarism detection software to ensure the originality of the work. Concerns arising as a result of this check may be investigated through the regulations and procedures of the University Regulations Section 11.

It is recommended that students utilise the Turnitin function available via MyBeckett during their studies to address any possible issues of plagiarism in advance of submitting their work. Research students who do not already have access to the Turnitin module can self-enrol via MyBeckett using CRN 01412. Queries regarding this can be made by contacting researcherdevelopment@leedsbeckett.ac.uk

Viva voce examination venue and arrangements

The Graduate School is responsible for arranging the viva voce examination and will liaise with all parties. Please note that it can take up to three months to confirm a date.
When submitting your thesis, please make the Graduate School aware of any dates when you will not be available for your viva voce. The viva voce examination could be held at either Headingley Campus or City Campus. Once you receive your room confirmation, make sure you know where it is. It may be a good idea to familiarise yourself with the surroundings.

What happens prior to and at the examination

Prior to the day of your examination, the examination team will have had read your thesis and provided the university with preliminary reports. These reports are exchanged between each examiner and copied to the independent chair so that they are aware of points and/or areas for further discussion.

In forming their view, the examiners will consider:

- The academic standard of the thesis and whether it satisfies the requirements of the award.
- What recommendation might be made in respect of the thesis.
- Whether the thesis represents a significant contribution to knowledge of the subject through the discovery of new facts and/or the exercise of independent critical powers.
- Whether the thesis provides originality.
- Whether the thesis is satisfactory as regards to literary presentation and succinctness.
- Whether the abstract is acceptable.
- In the case of a candidate who has completed a programme of formally assessed coursework, whether it is obvious the candidate has benefited from the course of postgraduate study?
- Where a candidate's research programme is part of a collaborative group project, whether the thesis clearly indicates the individual contribution and the extent of the collaboration?

On the day, members of the examination team will have a pre-meeting to discuss their questions for you. Whilst all examinations are different, the key to the viva voce is to establish whether your work is at the standard expected for the award and that your thesis contributes new knowledge.

In the examination, you could be asked:

- Why you wanted to do the particular study.
- The rationale for your chosen methodology. The examiners may feel another would have been better; you will need to explain why your choice was correct.
- To justify your findings, arguments and assumptions.
- To explain where your research fits in the wider research context.
- To discuss what is innovative about your research and what impact it may have.

Expect the examiners to argue certain points with you and to highlight weaknesses in the thesis. This is normal practice but remember this is your work and you should be confident in defending it, even when the discussion is with eminent people.

In the US, this process is called a thesis defence. Every decision you have made in producing your thesis is one that you could be called on to defend. This is normal, and if you're sure about what you have done, it should also be relatively easy to do.

How to prepare

It's normal to feel anxious about the examination, but some preparation will ensure you feel in control and confident on the day.

Examiners will expect you to have a good understanding of your thesis and its contents, so read it through to familiarise yourself with the content and make notes of areas you want to draw out in the examination discussion. Don't be put off by any mistakes you see; these can be amended after the examination.

The mock viva examination

With the exception of MRes students, all research students will undertake a mock viva in preparation for the examination process, in particular the viva voce examination. This will be organised by your supervisory team. The outcome of the mock viva will be in the form of advice only.

> - Demonstrate that the thesis is your own work.
> - Confirm that you understand what you have written and can defend it verbally.
> - Investigate your awareness of where your original work sits in relation to the wider research field.
> - Ensure that the thesis is at the standard and quality of the award.
> - Practise defending your ideas against rigorous questioning.

At this stage, you will have completed either four years or six years of study on your chosen topic, and the purpose of the mock viva examination is to:

Other resources

The [Good Viva video](#) is available to view in the Research Training Programme module on MyBeckett. You may also find it useful to look at help for similar experiences (e.g. job interviews).
The Graduate School also runs a workshop on for Examination workshop – see the RTP schedule for details.

Summary
- **Complete your Intention to Submit in SAM to inform the Graduate School that you are submitting your thesis two months before. Agree with the Graduate School how many copies are needed.**
- **Follow the guidance on preparing and formatting your thesis.**
- **Complete the Thesis Submission in SAM and, if required send the specified number of hard copies to the Graduate School by your submission date.**
- **Do some background research on your examiners – BUT do not contact them!**
- **Undertake a mock viva.**
- **Keep up-to-date with your research even though you have submitted your thesis. It will take up to three months to organise.**

6: Outcome of the examination explained

You can find out what decisions can be made by your examiners following the viva voce examination here.

At the end of your examination, you will be asked to leave the room so that the examiners can deliberate.

The deliberations can take quite a long time, so try not to get too anxious. Once a decision has been made, you will be asked to return to the room. The independent chair will inform you of the decision and any further work required and timescales for completion. All the changes required will be agreed by the examination team and written down and given to you at the end of the examination.

You will also receive a letter from The Graduate School via SAM confirming the outcome and your next steps.

Outcomes of the examination

Possible outcomes:

➢ The candidate receives the award.

➢ The candidate receives the award subject to **minor amendments** being made to the thesis within a one-month period.

➢ The candidate receives the award subject to substantive amendments being made to thesis within a three to six-month period. The examiners will be required to indicate the date by which the amendments are to be completed.

➢ The candidate is permitted to **resubmit for the award and be re-examined on the thesis with an oral examination** (and/or further examination as applicable) in any period up to 12 months.

➢ The candidate is permitted to **resubmit for the award and be re-examined on the thesis only.**

For PhD and professional doctorates (excluding PhD by Existing Published Work):
➢ The candidate has not achieved the standard of the award but has satisfied the criteria of award of an MPhil. In this case, the candidate may, after changes to the format of the thesis to meet the requirements for the degree, be awarded the degree of MPhil.

For MPhil
➢ The candidate has not achieved the standard of the award for MPhil and should be awarded the alternative award of MRes, subject to confirmation that the thesis meets the requirements for the award.

For all examinations
➢ The candidate has not achieved the standard of the award but should be offered the opportunity to resubmit and be assessed for the award of MPhil (for PhD or professional doctorate students) or MRes (for MPhil students).

If you received an outcome resulting in a resubmission and re-examination, you will only be allowed to do this once.

Minor amendments

Normally, minor amendments include the correction of typographical or grammatical errors and may include corrections to references and/or diagrams or rewriting or adding a small piece of text. The examination team is required to provide a list of such amendments, which will be outlined by the chair at the end of the examination. Don't worry about writing these down; notes will be given to you at the end of your examination and these notes will then be emailed to you by The Graduate School, detailing all amendments and timescales. You will be asked to complete these corrections within a month.

Substantive amendments

If you are asked to complete substantive amendments, this may take a period of between three and six months. The examination team will set the deadline for completing its corrections.

How do I resubmit amendments?

After completing your amendments, you will submit your revised thesis alongside a separate Word document. The Word document should list all the amendments made. When you are ready to submit your amended thesis, click back through to your examination page, you will have a new task there called Thesis Amendments. Follow the process through to submit your amended thesis, in the same way you originally submitted. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

Your amended thesis will be sent via SAM to your Director of Studies who will consider your work and add their comments to the online thesis amendments form, similar to when you reviewed the first submission. Once completed, the internal and/or external examiner will review them and then state in writing that the amendments have been made to their satisfaction and that the candidate should now receive the award. In the rare occasion that the examination team is not satisfied with the amendments, you will receive further notification from SAM as to the next step.

Resubmit and be re-examined on thesis only

This decision is made when the examiners agree the candidate's performance in the oral examination and/or further examination was satisfactory but that the thesis was unsatisfactory. The amendments will normally include major rewrites of parts of the thesis and the correction of typographical or grammatical errors.

Examiners will set the deadline for resubmission of the thesis, which can be within a six to 12-month period from the original examination.

How do I resubmit my thesis?

Once you are ready to resubmit your thesis, you will need to click into your Examinations page again and create a new record. Click into Thesis Submission and follow the steps as with your first submission. You will have the opportunity to change the information you provided when you originally submitted should you need to. To speed up the process and to help the examiners, you must also clearly indicate how and where you have addressed the recommended revisions within a separate word document. Depending on the nature of your revisions it may also be useful to provide a version including your tracked changes.

Your revised thesis will be sent via SAM to your Director of Studies who will view the work and add their comments to the online thesis Resubmission form, similar to when they reviewed the first submission. When your Director of Studies submits the form it goes to the Examiner(s) who have been specified to review the revisions. They will then state whether the revisions have been made to their satisfaction and whether the candidate should now receive the award. In the occasion that the examination team is not satisfied with the revisions you will receive further guidance. You will be notified of the outcome from SAMS.

Resubmit and be re-examined on thesis and oral

If you receive this outcome the examiners deemed there to be significant deficiencies in your thesis and oral examination to meet the requirements set for the level of award. You may be required to undertake further research and/or revise/restructure significant parts of the thesis. The examination team will provide a list of such amendments, which will be outlined by the chair at the end of the examination. Don't worry about writing these down; you will receive a detailed list of corrections via SAM. The timescale to resubmit your work for examination is (within) twelve months from the date that you receive your revisions.

How to I resubmit for examination?

Once you are ready to resubmit your thesis, you will need to click into your Examinations page again and create a new record. Click into Thesis Submission and follow the steps as with your first submission. You will have the opportunity to change the information you provided when you originally submitted should you need to. To speed up the process and to help the examiners, you must also clearly indicate how and where you have addressed the recommended revisions within a separate word document. Depending on the nature of your revisions it may also be useful to provide a version including your tracked changes.

Your revised thesis will be sent via SAM to your Director of Studies who will view the work and add their comments to the online thesis Resubmission form, similar to when they reviewed the first submission. When your Director of Studies submits the form it goes to the Examiner(s) who have been specified to review the revisions.

The Graduate School will liaise with you and the examination team to arrange a suitable date for the viva voce examination. This process will be similar to your first.

Following your second Viva Voce the examiners will state whether the revisions and defence have been conducted to their satisfaction and whether you should now receive the award. In the occasion that the examination team is not satisfied with the revisions you will be notified on the day and provided formal details of the outcome from SAM

Awarded a lesser award

This decision is made when the examination team feels the candidate has not achieved the standard of the award being examined but has satisfied the criteria of a lower award. Some amendments may be necessary to satisfy the requirements of the lesser award.

What happens next?

After completing your amendments, you will submit your revised thesis alongside a separate Word document. The Word document should list all the amendments made. When you are ready to submit your amended thesis, click back through to your examination page, you will have a new task there called Thesis Amendments. Follow the process through to submit your amended thesis, in the same way you originally submitted your revisions. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

Your amended thesis will be sent via SAM to your Director of Studies who will view the work and add their comments to the online thesis amendments form, similar to when you reviewed the first submission. When your Director of Submits the form it goes to the Examiner(s) who have been specified to review the amendments. The internal and/or external examiner, who will review them and then state in writing that the amendments have been made to their satisfaction and that the candidate should now receive the award. You will receive the examiners final recommendation from SAM.

Resubmit and be re-examined for a lesser award

This decision is made when the examination team feels the candidate has not achieved the standard of the award being examined but is permitted to resubmit and be re-examined for a lesser award.

Outcomes following resubmission and re-examination

You will receive one of the following outcomes:

➢ The candidate receives the award.

➢ The candidate receives the award subject to **minor amendments** being made to the thesis within a one-month period.

➢ For PhD and professional doctorate: the candidate has not achieved the standard of the ward and should be awarded the degree of MPhil, subject to the conditions for that award being met.

➢ For MPhil examination: The candidate has not achieved the standard of the award and should be awarded the alternative award of MRes, subject to the conditions for that award being met.

➢ The candidate has not achieved the standard of the award or that of a lesser or alternative award and shall not receive an award.

Support for research students awarded a lower degree or fail

If you are awarded the outcome of a lower degree or fail, it is important you speak to your supervisors as soon as possible to get their advice and to discuss your options. The formal outcome letter from The Graduate School will include our complaints and appeals processes. It also might be useful to contact:

➢ The Director of Postgraduate Programmes/Postgraduate Tutor and/or Director of Research
➢ The Students' Union

For information on how to make a complaint or submit an appeal, please refer to the student complaints process

7: Conferment of award (all research awards)

Conferment of award

When the examiners decide an award can be conferred, all relevant paperwork will be forwarded to the chair of the university Research & Enterprise Committee, or nominee of the Chair of the Committee, for final approval.

Final submission of your thesis (all awards)

Once you have received confirmation that the award has been granted, you will need to provide the Library with an electronic copy of your thesis for the University's permanent digital archive.

By depositing an electronic thesis (eThesis) in the publicly available University Repository, you are raising the visibility and reusability of your research. An eThesis is more available, searchable and visible worldwide. As the British Library harvests their eTheses from Universities Repositories, it also ensures that your work is publicly available via EThOS (Electronic Theses Online Service).

The Universities policy on etheses, guidance on format and submission of the ethesis (as well as information about what you should check regarding the incorporation of third party copyrighted materials) can be found on the library website.

There is no requirement to provide us with a hardcopy of your thesis, as we no longer accept them. In the instance you would like any printed copies for your own records you can still find the presentation guide here The Presentation of Thesis guide

Graduation

Once your award has been confirmed, you will be invited to the next graduation ceremony. These are usually held in July.

You will be asked by The Graduate School to provide a 25-word outline of your research, which will be added to the ceremony programme. It will also be read out at the ceremony (if you are attending), so choose your words carefully; they will need to reflect your research but also be understood by a diverse audience.

8: Changes in circumstance which require a request to the Research Degrees Sub-Committee (RDSC)

To complete the process please log into SAM https://sam.leedsbeckett.ac.uk

Changes to your programme of study

Perhaps due to a change in your personal circumstances, you may need to request a change to your programme of study. The changes could include:

➢ A suspension of your studies.
➢ An extension.
➢ Your mode of study.
➢ A different title.
➢ A change to your supervisory team.
➢ An application for writing-up status.

Making committee requests

The RDSC is the only committee in the university that can approve changes to your student record. This section provides guidance on making these requests. It is you and your supervisory team's responsibility to ensure any request is submitted via SAM on the correct form and is received by the deadline for RDSC meeting. The RDSC meets each month from September to July. Dates are detailed within SAM in the Calendar but, as a general rule, the committee meets on the third week of each month and the deadline for submitting your request in writing is the end of the previous month.

If you wish to make a request to the RDSC, you must discuss the reasons with your supervisory team and submit your request through SAM. Remember that the RDSC members will not know you personally, so you must supply as much information as possible for them to be able to make the right decision.

The committee treats all requests with respect and confidentiality. If your case is particularly sensitive, you can request that your situation remains confidential to only the chair and secretary of the committee.

If you think you need help, it is always better to make the request rather than suffer in silence.

Suspension

If you are likely to be absent from your studies for more than two months, you and your supervisors should request an appropriate period of suspension as soon as possible. Requests must be made via SAM to the RDSC. **The RDSC cannot grant a retrospective suspension**.

Common reasons why you may request a suspension are:

➤ Ill health.
➤ Job pressures (not applicable to Leeds Beckett staff).
➤ Domestic commitments.

If you are suspending your registration on the grounds of ill health, you will need to provide a medical certificate.

The following are not acceptable reasons for suspension:

➤ Not being aware of regulations and/or time limits.

➤ Inability to collect data.

➤ Delays in ethical approval.

➤ Problems with the supervisory team. (This should be raised with the postgraduate tutor and/or Graduate School.)

Length of suspension

➤ Minimum – three months.
➤ Maximum – 12 months.

When you are not able to suspend

➤ In the first six months of study.
➤ In the writing-up stage.

You can suspend your registration on more than one occasion as long as you do not exceed the maximum permitted suspension period of 12 months.

Fees are not applicable during the period of suspension.

Students who are staff members at Leeds Beckett (only) must obtain permission from their line manager to suspend. Students must provide written proof of this at the time of submitting their request.

Suspensions will impact those students on Tier 4 visas. If this is likely to affect you and you would like further information, please contact researchstudentadmin@leedsbeckett.ac.uk in the first instance.

Following approval of a suspension

➤ Your submission deadline will be extended accordingly.
➤ Confirmation of your revised deadline will be sent to you in writing.
➤ Your fee liability stops during the period of suspension.

What happens on your return to study?

To help you resume your study, we will ask you to attend a progression meeting. Your adjusted timescale will be discussed and you should bring with you an updated plan in light of the suspension period.

Extension

Please refer to User Guide on how to complete this process via **https://sam.leedsbeckett.ac.uk**

If there are extenuating circumstances which have prevented you from completing on time, the RDSC may consider requests for extensions to the maximum periods of study for full-time and part-time study. The length of time you ask for should be realistic as further extensions are unlikely to be granted. The maximum extension permitted is 12 months, but the RDSC usually only agrees six months at a time.

The request for an extension needs to contain a clear outline of what work has been completed on the thesis and what is left to do. This should be accompanied by a timeline that details how the remaining work will be completed.

Note: Failure to make adequate progress will not be considered grounds for extending the maximum period of registration.

Students are not automatically granted extensions. These requests will be considered on a case-by- case basis. If you encounter difficulties during your studies and can't work on your thesis, it is important you seek advice about suspending your studies.

Extensions are chargeable with fees to the nearest month.

Changes to mode of study

If you need to change from full-time to part-time or vice versa, you must complete the appropriate RDSC request form via SAM. If approved, your end date will be readjusted to reflect the new mode of study.

Changes to supervisory team

Whilst it is not normal to change a supervisory team, there may be a number of reasons why it is necessary, such as a supervisor leaving the university or a change in your research focus. If this is the case, the change of supervisory team form should be completed with your existing supervisory team and submitted to the RDSC.

In the unlikely event that there is a breakdown of a supervisory relationship, all attempts will be made to resolve the issues as soon as possible. You could talk through the issues and discuss actions with the Director of Postgraduate Programmes or Postgraduate Tutor and colleagues in The Graduate School, so please contact them if you are having problems. All meetings will be held in confidence. If it is agreed the supervisory team is changed, the process will be completed through SAM.

Withdrawal of registration

Should you wish to withdraw from your programme of study, you should indicate this through SAM, which will inform the supervisory team and other relevant parties.

If you withdraw your registration, you will be offered an exit interview, when the reasons for withdrawal will be discussed with your Director of Studies.

Application to move to the writing-up stage

Application to transfer to writing-up (MPhil/PhD/professional doctorates only)

Note: Students registered for the awards of Masters by Research (MRes) and PhD by Existing Published Work are not eligible to apply to transfer to writing-up.

At the end of your registration period, a student, in agreement with their supervisory team, may apply for a transfer to writing-up.

Please note, for a student being sponsored, a different registration period may be enforced and a transfer to writing-up might be earlier.

Any application for transfer to writing-up requires approval from the RDSC on the recommendation of the Director of Studies.

To complete the process please log into SAM https://sam.leedsbeckett.ac.uk

The period of writing-up differs from the normal registration period, as the expectation is that the research is complete and time is needed to focus on pulling together the thesis.

The following principles outline the writing-up period and aim to assist the research student and supervisory team when taking the decision to apply to transfer to writing-up:

> ➢ Recommendation to transfer to writing-up is an academic judgement and will not be permitted for financial reasons.
> A student may apply for transfer to writing-up when they:
> ➢ Have completed their research study within the registration period.
> ➢ No longer require supervision.
> ➢ Can demonstrate that they have all draft chapters written.
> ➢ The role of the supervisory team consists of reviewing draft copies of the thesis as a whole in preparation for imminent submission. Supervisors are not expected to review any new material presented by the student nor make in-depth comments on individual chapters.
> ➢ A period of writing-up is for 12 months only. A student may only apply for transfer to writing-up once.
> ➢ A fee of £500 (non-refundable) will be charged.
> ➢ A student cannot apply for a period of suspension during a period of writing-up.
> ➢ At the end of the writing-up period, if a student has not submitted they may, in exceptional circumstances, make a request to extend their registration to the RDSC.
> ➢ The maximum extension period is 12 months. On approval, the student will be charged full tuition fees until the point of submission.

Outcomes from the RDSC

All outcomes from the RDSC will be sent through SAM within 10 working days of the Committee meeting.

We realise this might be an anxious time for you, but please do not contact The Graduate School asking for your outcome. The drafted minutes and outcomes all need to be approved by the chair of the RDSC before anything can be released. Your outcome will be sent to your student email address.

Absences and other disruptions

You must inform your supervisors and The Graduate School if you are absent or your studies are disrupted for any reason. All information will be treated confidentially.

Please report all absences of a month or more that are due to illness or injury, or if you experience any problems that mean you will be unable to study for a month or more.

Supervisors and Directors of Research/ Directors of Postgraduate Programmes are required to notify The Graduate School immediately of any unauthorised absences or if they have concerns about your attendance or progress.

If you entered the UK on a Tier 4 visa sponsored by Leeds Beckett University and you fail to comply with this requirement, then we may withdraw your sponsorship.

9: Professional doctorates

This section covers the following professional doctorates:

- Doctor of Education (EdD)
- Doctor of Business Administration (DBA)
- Doctor of Professional Practice in Sport (DProf Sport)
- Doctor of Creative Arts (DCA)
- Doctor of Professional Practice in Built Environment (DProf. Built Environment); Doctor of Engineering in Civil Engineering (EngD); Doctor of Professional Practice in Construction Law (LLD. Construction Law); Doctor of Professional Practice in Planning and Housing Studies (DProf. Planning and Housing); Doctor of Professional Practice in Project Management (DProf. Project Management); Doctor of Engineering in Sustainable Buildings (EngD)

Introduction

A Professional Doctorate is an alternative route to gaining a doctoral qualification. As a Professional Doctorate student, you will attend sessions with peers as well as engaging one-to-one with your individual supervisors to produce an academic research-informed thesis normally relating directly to your employment.

The aim of these programmes is to find novel approaches to integrating professional and academic knowledge. Sessions are delivered throughout the first years of study. These are face-to-face and can be evenings or intensive days on campus. Alongside this you will have regular meetings with your supervisors and have the opportunity to attend other optional sessions as part of the university's student training programme.

The course structure will vary across subjects. Common to all professional doctorates is the completion of an original piece of research. This should then be presented as a thesis and, like a traditional PhD, is examined by an expert in the chosen field.

Usually the research project will relate to real life issues concerned with professional practice. In many cases research is carried out within your own organisation and therefore the research has a positive impact on your employer.

Structure of the Programme

Whilst you will follow the normal research student milestones, Confirmation of Registration, Annual Progression (Section Progression and Review page 15) and the Examination Process (page 21) you will also have a series of structured learning sessions and assignments to complete. These sessions are outlined in the following pages for each of the Professional Doctorates.

The Professional Doctorate thesis will be comparable in structure to a PhD thesis (c. 60,000 words) and will be examined by a viva voce examination in the same way as any other doctoral programme.

Attendance at the Structured Learning sessions:

The Professional Doctorate programme has a series of structured learning sessions that provide the foundations for the award. These are a very important component of the programme and as such are compulsory. On registering for a professional doctorate, you are committing to attend all of these sessions. If you cannot attend a session you must email researchstudentadmin@leedsbeckett.ac.uk with a rationale for why you are unable to attend. You may also need to provide evidence.

Assessment submission

Each professional doctorate requires the submission of assignments. These are part of the formative assessment for the award. Please refer to the handbook specific to your course to see if your assessment is completed through SAM. If it is **not** required to be processed via SAM, your assessment should be emailed to researchstudentadmin@leedsbeckett.ac.uk by midnight on the submission date.

If you are unable to meet the deadline the details of how to apply for an extension is outlined below.

Once the Graduate School receives the assignment, they will send it to the agreed marker (this may be the programme lead or the academic who delivered the session). They have four weeks to review and mark your submission. You should receive feedback within six weeks of the submission.

Assessment outcomes

The assignment outcomes are pass or fail. Formative feedback will be provided which will assist you with the future assignments and encourage good academic writing practice. If you fail an assignment, then you will be given one further opportunity to resubmit.

Expectations and Responsibilities

The University wants all its students to succeed. Academic engagement – participation in learning opportunities and assessments, accessing resources and support – supports successful completion for students as well as compliance with the related requirements of professional, regulatory and funding bodies. The Academic Engagement Policy sets out what we expect of students, how we monitor and support engagement and what happens if academic engagement is unsatisfactory.

Timescale for a resubmission

Six weeks from the date that the feedback is issued.

Requesting an extension for an assignment

If you require an extension for an assignment, you should request this via SAM – start an assignment extension change request, including the rationale for your request and supporting evidence. Once you are happy with your form, submit it and your supervisor will then be able to add their statement and submit it to the University Research Degree Sub-Committee.

The Chair of the University Research Degree Sub-Committee, through the Chairs Action process, will consider the request. As with most requests this should be accompanied by evidence and a statement from your supervisory team. The Graduate School will check records to ensure that you have attended relevant structured learning sessions and have passed previous assignments. It is important that you have attended the appropriate sessions and/or submit previous assignments. Failure to do so may compromise your extension request.

The Chair of the Research Degree Sub-Committee will normally only agree up to a 10 days extension. Longer periods are only considered on an exceptional basis. However, the Chair may agree up to one-month extension if appropriate. If you need longer than ten days then you should consider suspending your studies, as outlined in Section 8 Changes in Circumstances page 31. If you are unsure of what to do please talk to your supervisors or the Graduate School who will be able to advise you on the course of action appropriate for you.

What happens if you are granted an extension?

Please bear in mind that if you are granted an extension for one assignment this will not alter subsequent assignment submission dates. If you need additional time for these then the above process needs to be followed and appropriate evidence submitted.

Extensions should be asked for in advance of the submission date.

Extensions will not normally be granted when the request is submitted after the submission date.

The Chair of the Research Degree Sub-Committee will assess the request normally within 48 hours of submission. They can then:

➢ Ask for further evidence.
➢ Grant or refuse an extension of up to ten working days.
➢ Recommend that you suspend or withdraw from the award.

Students will be notified of the outcome via SAM

Research Training Programme

You are required to engage with the university's Research Training Programme (RTP). You will therefore need to complete a Training Needs Analysis (TNA), Skills Audit, and TNA plan, which will include a portfolio of evidence. Further details can be found at page 12 of this Handbook.

The following pages provide the framework for the individual professional doctorates only. Your programme lead will provide more in-depth information about the award.

Doctor of Education (EdD)

STAGE 1:	Structured learning
Year 1	Unit 1: Research Methodology **Confirmation of registration (see Section 3 of Doctoral Student Handbook)** Unit 2: Research Analytics
Year 2	Unit 3: Policy practice and professional learning Unit 4 : Research as Professional Critique for Social Justice in Education
STAGE 2:	**Development of thesis (60,000 – 75,000 words)**
Year 3:	Ethics approval application; Data collection; draft chapters 1, 2 and 3;
Year 4:	Draft findings, analysis and contributions chapters; refine overall thesis argument and submit for examination

Assessment

Unit 1 Document 1 Methodological paper (draft CoR document)	6,000 to 7,000-word methodologically focused paper that provides a critical analysis of an aspect of ethical research methodology pertinent to the field of educational research and to the development of your thesis. This document is a development of the research proposal forming the basis of the student's successful application to the Doctoral programme redrafted for the purposes of CoR. This will include: • An introduction to the project including its aims, scope, objectives and the overall approach. • A number of research questions, generated through an initial review of the relevant literature –a mapping of the research field, identifying key contributions and showing the relationship of the proposed study to these. • A description of the methods to be used and an initial justification of these. • An identification of how the field will be entered and the ethical issues pertaining. • An indication of the analytic approach to be adopted

Unit 2 Document 2 Analytic Literature Review	6,000 - 7,000-word critical literature review relating to your own area of practice research which situates the key conceptual issues underpinning your study. This will include: A discussion of the various academic fields appropriate to the topic identified in document 1. A reasoned selection from the range of field identified. A critical review and evaluation of key studies A set of working definitions of the key concepts to be used in the research. An initial attempt at the identification of a conceptual theme or a conceptual framework showing understanding of the various philosophical approaches underpinning this conceptual theme or framework.
Unit 3 Document 3 Analytic Practice Review:	6,000 to 7,000-word referenced research paper that critically analyses an aspect of education policy and the translation of that policy into educational practice. This is analytic in nature and will demonstrate an appreciation of socio-historical cultural context and spatial situatedness likely to include: Critical analysis of policy documentation together with critical considerations of factors impacting on policy formulation, professional learning and the candidate's sense of their own professionalism.

Unit 4
Document 4 & Practical assessment dissemination and communication of policy critique:
	Assessment for this unit is continuous in order to capture the practical research leadership skills being developed through candidates' on-going contribution to the research environment within the Carnegie School of Education and external to the University within their own professional contexts.
	
	It has 3 components assessing the candidates development of research leadership skills for practice environments as well as the development of critical analysis skills:
	
	1. Critical reflexive and active engagement in monthly colloquia. This engagement is in the form of oral contributions to the monthly discussion and debate, via questioning and critical engagement with the monthly literature. All literature must be read before each colloquium.
	2. Oral presentation to the closing colloquia session in the form of a 20 minute oral presentation to professional and practice peers.
	3. The submission of a 6000-7000 word written paper which reviews all of the reading for each colloquium. The aim is to develop a critical analysis of the current educational landscape of the Carnegie School of Education. The paper should:
	
	    o Consider the body of work presented across the colloquia, explore the differences, the points of contention and of agreement and commonality across the works explored.
	    o In doing so candidates should be able to demonstrate an understanding of the context out of which the work was developed (disciplinary and/or political and/or personal curiosity), its aims and objectives and critically analyse in that context.
	    o The paper should also position the ongoing work of the candidate in relation to the whole body of works considered throughout the colloquia. What can candidates take away from different works. What does this help them learn? How might they engage this learning in their research? How might this help them to think about research and writing process as well as substantive, methodological issues and theorising?

Assessment schedule for the EdD

All dates are approximate	Date commenced	Submission	Resubmission
Research methods	October/Feb	January	1 month after feedback
Research analytics	March	June	1 month after feedback
Professional learning education policy and practice	October	January	1 month after feedback
Research as professional critique for social justice in education	October/Feb	July	1 month after feedback

Please see individual Doctor of Education (EdD) Handbook for further details on the programme available from the Programme Lead.

Further details can be found:
https://courses.leedsbeckett.ac.uk/doctorateined_edd/

Doctor of Business Administration (DBA)

Year 1	YEAR 2	YEARS 3,4 & 5		
Unit 1 Management Literature Review (Theory & Practice) 6000 word assignment	**Unit 4** Critical Management Literature Review (Conceptual Development) 6000 word assignment	Development & submission of THESIS (60,000 words)		
Unit 2 Research Design for Business Inquiry 6000 word assignment	**Unit 5** Advanced Business Analytics 6000 word assignment	Defence of thesis – Viva Voce		
Unit 3 Contemporary Management Challenges I 6000 word assignment	**Unit 6** Contemporary Management Challenges II 6000 word assignment			
	If conditions are met the potential for the exit award of 'Masters in Research Methods' (MRes)	End of Year 3: Production of Conference Paper	End of Year 4: Production of Peer Reviewed Journal Paper	
Confirmation of Registration (at 6 months stage) Annual Progression Interviews (year-	Annual Progression Interviews (year-end)	Annual Progression Interviews (year-end)	Annual Progression Interviews (year 4 and 5 if required)	

Learning activities

The first two years' units will require attendance to three four-day blocks of scheduled programmes for each of the two years (six four-day sessions in total). Evenings and a potential further 'day five' offers you independent learning time or activities including guest speakers and 'industrial visits' to businesses. In total, a minimum of 24 days attendance will be required during the first 24 month period.

The blocks will initially be tutor-directed seminars or workshop-based tuition sessions that will evolve to tutor and participant-led discussion and activities. In the method and analytical units, you will use appropriate software for analysis. Students will be expected to read/prepare materials in advance of the sessions.

You will also spend substantial independent learning time undertaking wider reading, drafting assignments and revising your assignments after receiving formative feedback.

In addition, the course will enable you to take advantage of further learning opportunities, such as the attendance of and contributions to seminar series and conferences, research methodology workshops and other opportunities that will support your networking and engagement with wider professional, academic and research communities, including those available to postgraduate researchers within and outside the university.

Assessment

Students will be required to submit an outline of their coursework for each teaching unit, a week after the four-day workshop. Feedback will then be provided so that participants can start to prepare their assessment for each subject.

Each coursework submission expects to contribute to the foundation chapters for the final thesis. The final two year(s) will be dedicated to the thesis.

Please see individual Doctor of Business Administration (DBA) Handbook for further details on the programme available from the Programme Lead.

Further details can be found:
https://www.leedsbeckett.ac.uk/leeds-business-school/doctor-of-business-administration/

Doctor of Professional Practice in Sport (DProf Sport)

Structure

When	AM	PM
Y1	Graduate School Induction and Development Day	
Y1 / B1 / D1	Understanding Expertise in Professional Practice	
Y1 / B1 / D2	Understanding Expertise in Professional Practice	
Y1 / B1 / D3	Sense-making in Professional Practice	
Independent Learning		
Y1 / B2 / D1	Understanding Expertise in Professional Practice	
Y1 / B2 / D2	Sense-making in Professional Practice	
Y1 / B2 / D3	Writing a Research Question	Writing a Review / COR
Independent Learning		
Confirmation of Registration		
Independent Learning		
Y1 / B3 / D1	Understanding Expertise in Professional Practice	
Y1 / B3 / D2	Sense-making in Professional Practice	
Y1 / B3 / D3	Research Questions to Method & Methodology	
Independent Learning		
Annual Progress Meeting		
Independent Learning		
Y2 / B1 / D1	Sense making in Professional Practice	
Y2 / B1 / D2	Data Collection Instrument	Research Ethics
Y2 / B1 / D3	Research Proposals – One Year On	
Independent Learning		
Y2 / B2 / D1	Research Ethics	
Y2 / B2 / D2	Research Philosophy	
Y2 / B2 / D3	Academic Dissemination	
Independent Learning		
Y2 / B3	Quantitative Research Training Week	
Y2 / B3	Qualitative Research Training Week	
Y2	Access to Twilight Programme	
Independent Learning		
Annual Progress Meeting		
Y3	Thesis Development – Supervisory Meetings	
Annual Progress Meeting		
Y4	Thesis Development – Supervisory Meetings	
Annual Progress Meeting		
Y5	Submission of Thesis + Viva	
Y5	Writing Up Period	

Unit	Assessment	Timeline
Understanding Expertise in Professional Practice	Research & Prof Practice Training Programme Personal Goal Setting Task	For COR For End of Year 2, Block 1
Sense-making in Professional Practice	Portfolio	Throughout Module
The Research Process	Research Proposal Literature Review (6,000 Words) Ethics Proposal	For COR Year 2 Year 2
DPROF SPORT	Research thesis, portfolio, artefact* + Viva	Year 4-5

Assessment

Please see individual Doctor of Professional Practice in Sport (DProf Sport) Handbook for further **details on the programme available from the Programme Lead.**

Further details:
https://www.leedsbeckett.ac.uk/carnegie-school-of-sport/research/doctor-of-professional-practice-in-sport/

Professional Doctorate in Creative Arts

Structured Programme

STAGE 1:	Structured Learning (Non-credit bearing Units)
Year 1	Unit 1 Contextual Review Unit 2 Methodologies Unit 3 Planning for research Confirmation of Registration workshop Ethics workshop Research Training Needs presentation Undertake Confirmation of Registration Apply for ethical approval for project Begin Research Training Needs Assessment
STAGE 2	Development of thesis (50,000 words or 20,000 words plus creative practice portfolio)
Year 2	Draft chapters/practice work
Year 3	Draft chapters/practice work
Year 4	Refine overall thesis for final draft Submit for examination Preparation for viva Unit 4 Preparing for post-doc (no assignment)

UNIT	DATES
Contextual/Literature Review: Introduction	Wednesday, 13 October 5.00-6.30pm
Research Training Needs Analysis (TNA) presentation & Contextual Review workshop	Wednesday, 3 November 5.00-6.30pm
Student presentations and advice session	Wednesday, 1 December 5.00-6.30pm
Submission of Contextual/Literature Review	Friday, 7 January
Feedback session and Methodologies Introduction	Wednesday, 19 January 5.00-6.30pm
Research Ethics presentation/ methodologies workshop	Wednesday, 23 February 5.00-6.30pm
CoR	Wednesday, 10 March PM
CoR follow-up session	Wednesday, 17 March 5.00-6.30pm
Submission of Methodology	Friday, 1 April
Feedback session and progress check	Wednesday, 27 April 5.00-6.30pm

Planning for research/timeline – advice session	Wednesday, 18 May 5.00-6.30pm
Student presentations of draft portfolio and progress review	Wednesday, 1 June 5.00-6.30pm
Submission of portfolio (Plan; Contextual Review; Methodology; TNA; Ethics form; CoR form)	Friday, 17 June
Annual Progression panels	Wednesday, 22 June PM

Please see individual Professional Doctorate in Creative Arts Handbook for further details on the programme available from Programme Lead.

Further details:
https://www.leedsbeckett.ac.uk/leeds-school-of-arts/research/leeds-arts-research-centre/professional-doctorate-in-creative-arts/

SoBEC Professional Doctorates

The SoBEC Professional Doctorates are aimed at practising professionals in the wide and varied realms of the built environment. The professional doctorate provides candidates the opportunity to demonstrate and develop advanced knowledge and skills necessary to undertake and complete a variety of practical research and development projects. The programme enables the achievement of the enhanced status and recognition accorded to those with a doctorate qualification.

The full suite of SoBEC Professional Doctorates
- Doctor of Professional Practice in Built Environment (DProf. Built Environment)
- Doctor of Professional Practice in Construction Law (LLD. Construction Law) Doctor of
- Doctor of Professional Practice in Project Management (DProf. Project Management)
- Professional Practice in Planning and Housing Studies (DProf. Planning and Housing) Doctor of Engineering in Civil Engineering (EngD)
- Doctor of Engineering in Sustainable Buildings (EngD)
- Doctor of Engineering (EngD)

Aims of the SoBEC Professional Doctorates

The SoBEC Professional Doctorates are aimed at practising professionals in the wide and varied realms of the built environment. The professional doctorate provides candidates the opportunity to demonstrate and develop advanced knowledge and skills necessary to undertake and complete a variety of practical research and development projects. The programme enables the achievement of the enhanced status and recognition accorded to those with a doctorate qualification.

The specific aims of the programme, in summary, are:

- To facilitate engagement of practising professionals with research and development issues in their specialisms.
- To promote the development and application of advanced research skills in alignment with professional practice.
- To develop the ability to assess and apply research utilising a range of approaches and paradigms.
- To enhance the appreciation of professional specialists with regard to the business and commercial applications of research.
- To develop key skills required for the dissemination of research findings - both to fellow specialists, and other audiences - in order that the students develop and enhance professional practice in their field.
- To promote the opportunities for practitioners to collaborate with other professionals in R&D activities.

Learning Outcomes

Successful candidates will, on completion of the programme, attain and demonstrate the following learning outcomes:

Knowledge:
- Understand the theoretical underpinnings of quantitative and qualitative research;

- Understand the demands and expectations of research, particularly in relation to research design and methodology;
- Understand in depth aspects of professional knowledge and practice related to the research;
- Understand the tensions in articulating research design with the exigencies of professional practice;
- Have made an original contribution to knowledge and/or the enhancement of professional practice.

Skills:

- Be able to discuss and resolve the theoretical and methodological controversies which surround research, and have developed the ability to think creatively and innovatively about the investigation and solution of problems;
- Have developed advanced skills in designing and planning research aimed at professional enhancement;
- Be able to conduct a broad ranging literature review and isolate and discuss the themes which emerge from it; to select and utilise appropriate methods, quantitative and/or qualitative within a particular professional setting;
- Have developed advanced skills in gathering and analysing data, writing up, articulating and disseminating the research findings within a professional setting;
- Be skilled in facilitating the critical evaluation and implementation of research-based findings;
- Have developed skills in participating in relevant research networks;
- Be able to act as a consultant to others in planning and evaluating research aimed at professional enhancement;
- Be skilled in facilitating the critical evaluation and implementation of research-based findings;
- Have developed the ability to think creatively and innovatively about the investigation and solution of problems;
- Be able to apply research ideas to practical development i.e. technology and/or knowledge transfer.

Delivery

The BEE Professional doctorates will be delivered in 2 stages. These include:

Stage 1: Learning Units [Year 1 & 2] - The learning units will be used for research skills development purposes to help candidates navigate through the professional research project. The outputs from stage one will align with the Confirmation of Registration at six months and the annual progression meetings at the end of each year. The Confirmation of Registration at 6 months will provide an opportunity for students to present and defend their research ideas. The Confirmation of Registration milestone will provide students an initial opportunity to demonstrate the viability of their research project and their research capabilities. At 12 months, students will develop, write and submit a research proposal that will ascertain the capabilities of the student to continue their studies. The work of the initial learning units will contribute to these processes.

Stage 2: Thesis Development and Submission [Year 2-5] - Candidates will, in year 2-4 develop their individual research projects culminating in the submission of their thesis. Year 5 is a 'writing-up year' Candidates will be required to attend four 2-day blocks of directed learning in year 1 and 2. Candidates will also be expected to meet with their supervisory team during the block delivery and outside of this via face to face or online meetings.

The blocks will run as tutor-led workshop-based sessions that will address topical issues to help candidates develop their research project. Directed learning will also include independent learning activities, critical review of directed reading, and group discussion. The sessions will be a platform for students can share their work and ideas and receive feedback from others and the learning unit team. The learning units are

designed to inform the development of the Confirmation of Registration document and the research programme as a whole.

Please see individual SoBEC Professional Doctorates Handbook for further details on the programme available from Programme Lead.

Further details: https://www.leedsbeckett.ac.uk/school-of-built-environment-engineering-and-computing/-/media/files/pg-research/studentships/sobec-prof-doc-handbook-202021.pdf

10: PhD by Existing Published Work

Introduction

The PhD by Existing Published Work route is intended primarily for research-active academic staff who, for one reason or another, haven't had the opportunity to undertake a research programme leading to a PhD. Applications for this award will consist of a coherent body of published work that is of the same quality, rigour and level as required of a standard PhD in the chosen field and constitutes an original contribution to knowledge. This includes professional practice and creative work.

These guidelines provide additional information for the award of PhD by Existing Published Work in conjunction with the [Academic Regulations, Section 11: Research Awards](#) and the Research Student Handbook. The University offers this route to academic staff who have already produced several research outputs, including those by practice and creative work, and are seeking through this award to demonstrate originality, reach and significance within their discipline.

Overview

A PhD by Published Work is suitable for an experienced researcher with an established body of work in the public domain that has received significant levels of critical recognition. The submission will include:

- a number of previously published outputs
- an exegesis of 10,000 - 20,000 words that details a description of the project, clearly demarcates any collaborators and participants, identifies the strategies and methods involved in the work, defines the critical context for the work, and cites its impact and dissemination in the public domain. It should state clearly the original contribution to knowledge and how it has extended the forefront of the discipline in question.

The PhD by Existing Published Work may take **up to two years in duration (part-time study)** and only requires one Supervisor.

Eligibility

The award of PhD by Existing Published Work is open to:

- All members of staff contracted to the University who have completed the probation period, graduates of the University, former academic staff and honorary academics.
- All candidates are normally expected to have at least five years relevant experience and to have conducted research at postgraduate level prior to application.

The body of submitted published work must be available in the public domain, normally within the five year period prior to application, and:

- constitute a sufficient, coherent programme of published peer-reviewed research, as opposed to a series of unconnected works

- for professional practice and creative work, underpins a coherent programme of research

- should be comparable to a PhD thesis in terms of quantity, quality and level of research - equivalent to that of a traditional PhD student who has reached the beginning of the write-up stage.

What constitutes the term 'published work'

Published work can refer to a variety of research outputs as listed below:

- substantial or sole contributor to a book;

- chapters in books;

- papers/articles in refereed journals;

- papers presented to conferences which are available in the published proceedings of the conference or are otherwise published;

- patent applications or granted patents;

- exhibitions or performances of which a permanent record has been made;

- creative/performance works, creative writing, artefacts and/or cultural production.

Number of published works

At least six distinct published items should be submitted; for professional practice or creative work this may differ and be dependent on the scope of the work. The number should be increased appropriately if you wish to use any multiple authorship outputs. You will be expected to state the nature and quantity of your contribution to any shared publication.

The published works should be accompanied with an exegesis that is expected to equate to the written work of more conventional doctoral theses. The exegesis of between 10,000-20,000 words should demonstrate a coherent narrative and critical appraisal of the selected published works, outlining the original contribution to knowledge within the relevant disciplinary and practice contexts. A subject appropriate methodology should be explicated. The exegesis is submitted alongside the published outputs. The exegesis together with the published works will form the basis for your viva voce.

For submissions relying on creative work, candidates would normally be expected to submit a significant corpus of work which represents an equivalent depth and breath of enquiry to that of a PhD. This may include original works or, where necessary, their representation through other means.

Making an application

If you are interested in making an application, please contact the Graduate School research student admissions for the application form. Email: ResearchAdmissions@leedsbeckett.ac.uk

The application form **must** be accompanied with the specified information requirements as follows:

- A statement of not more than 1,500 words which identifies in outline how the proposed submission shows a coherent programme of existing published work at the forefront of the discipline.

- A full citation and short abstract of 50 words for each submission/output. Where there are joint publications the applicant must state the nature and level of their contribution.

- Co-authors must provide a supporting appropriate statement indicating their relative contributions.

- A copy of the existing published works which the candidate proposes to submit.

- A *Curriculum Vitae.*

- Details of two academic referees.

Before submitting your application

We would encourage you to talk to your line manager, senior academic and/or your Director of Research prior to making your application to ensure that this award is right for you.

Application Process

The application process is in two stages: the Initial Review and the Formal Interview.

a)   Initial review

Following submission of your application and the required additional information, it will be included in the next available Research Degree Sub-Committee (RDSC) meeting for an initial review.

OUTCOMES AVAILABLE FOLLOWING THE INITIAL REVIEW BY THE RDSC:

- Invited to a formal interview. The Review Panel will consist of senior academics selected from the RDSC.
- Further information is required by the RDSC. The additional information will be reviewed at the next available RDSC meeting.
- Your application is unsuccessful. The Chair of the Review Panel will provide feedback.

b)   Formal interview/confirmation of registration (cor)

- Successful applicants will be invited to attend a formal interview. The Graduate School will organise the interview.
- The Review Panel will consist of selected members of the RDSC.

At the formal interview, you must be able to satisfy the Review Panel of:
- The coherence of the submission.
- The extent to which the proposed application and additional information demonstrates work which is original and has extended the forefront of the discipline in question.

- The extent to which the proposed submission for the award is commensurate with that of a PhD.

Decision outcomes

There are two decision outcomes:

- You will be successful and recommended for registration on the award
- You are unsuccessful. The Chair of the Panel will provide feedback.

    If unsuccessful, you may appeal this decision - see [Academic Regulations](#), Section 11.23.3.3.

Enrolment and registration

Successful applicants will be contacted by The Graduate School and enrolled and registered at the next intake date (October or February).

Supervision

You will be assigned one supervisor who will act as Director of Studies. The Director of Studies will provide advice on which of the publications should form the final submission, along with the preparation of the exegesis. The exegesis will describe the aims of the research undertaken to produce the publications. It will also incorporate an analytical discussion of the main results and will put the total work submitted in context; it should be clear how the work as a whole meets the expectations of a conventional PhD.

Assessment and examination

Annual progression[2]
To complete the process please log into SAM https://sam.leedsbeckett.ac.uk

If you take more than a year to complete then you will have an Annual Progression meeting. Its purpose is to ensure you have made sufficient progress, have plans in place and appropriate support to complete your programme successfully. They usually occur in the month before you are required to **re-enrol online.** For example, if you started your study in February, you can expect to attend your progression meeting in January of the following year.

At this time, you must also have confirmed that you agree to pay the next year's fees or have provided your sponsor letter.

For more information, please click here.

Annual progression panel

The annual progression panel normally consists of two senior academics.

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[2] [Academic Regulations](#), Section 11.14

There will be representation from The Graduate School.

You supervisor will be encouraged to attend. However, panels will still go ahead without your supervisor in attendance.

Organisation of the annual progression meeting

The Graduate School organises these meetings and the dates are set a year in advance**.**

The Graduate School will contact you and your supervisor via SAM to arrange the meeting. You are responsible for ensuring you have an annual progression meeting and that you submit an annual progression report, with your supervisor's comments, within the deadline. Failing to do this could impact on your progression and you may not be able to take up your next year of study.

What is expected – your progression document

To complete the process please log into SAM https://sam.leedsbeckett.ac.uk

For the annual progression, you and your supervisor will complete a short report. The report should be no more than 500 words and should discuss the past, present and future of your studies. For example:

Student input
- Work you have done during the previous year.
- What you are doing now.
- Future plans – how you are working towards the end of your programme.
- Ethical issues; this might be related to any problems relating to co-authorship
- If you have had difficulties which you feel have hampered your progress, you must provide evidence of the extenuating circumstances and details of your discussions with your supervisors.

Supervisor input
- Comments on the student's performance and progress to date.
- Highlight issues or concerns where appropriate.

You must include a **timeline** of when and how you expect to complete your exegesis with your submission, which you must submit through SAM.

What will the panel be looking for?

The panel will have read your report prior to the meeting and will have prepared questions. The meeting will last no more than 30 minutes. There is no need to prepare a presentation. However, for some subjects, it might be sensible to prepare some visual material to show what you are doing.

The format of the meeting will be:

- A pre-meeting between the panel to discuss the documentation submitted and prepare for the discussion with the candidate.

- Students will usually be asked to outline their work orally and then respond to questions from the panel (normally a maximum of 20 minutes in total). No PowerPoint/formal presentation will be necessary, but sometimes it may be useful, especially if working in a visual or applied field.
- A discussion with the candidate regarding their work/progress.
- A representative from The Graduate School may discuss any issues relating to fees and registration.
- The panel's conclusions will be discussed with the candidate.

Outcomes

You will receive an outcome immediately after the meeting. The annual progression panel has the authority to decide the following outcomes:

- Continue.
- Continue with a written warning.
- Withdraw.

You will be notified of the outcome and any work to be undertaken as part of the conditions for continuing your programme via SAM by The Graduate School.

The outcomes of annual progression will be reported to the next meeting of the RDSC.

Progression meeting (additional)

During the academic year, if there are issues or concerns with your progress, a meeting may be arranged to discuss your problems and the provision of appropriate support. This meeting can also serve as a follow up to the annual progression should you receive the outcome 'continue with a written warning'.

What to do next?

If you have received '**continue' or 'continue with a written warning**', you must re-enrol immediately. For outcome **'withdraw',** you will be advised of what you need to do by The Graduate School.

Examination
Preparing your submission

At the examination stage, you should submit sufficient copies of your exegesis and published work to the Graduate School. For members of staff, an additional external examiner will be required. Therefore, **four copies** will usually be required. The submission must include the following:

(A) Title page
This should give the following information:
- An appropriate title relating to the candidate's area of research.
- The full name of the candidate.
- The month and year of submission.
- The following statement:

- *Published works submitted in partial fulfilment of the requirements of Leeds Beckett University for the degree of Doctor of Philosophy on the basis of Existing Published Work.*

(B) Contents page
This should list all the published works on which the submission is based.

(C) Declaration on collaborative research
Where appropriate, a statement clearly setting out the relative input of the contributing/ collaborating parties.

(D) Abstract
An abstract of approximately 300 words.

(E) Exegesis
The exegesis should be between 10,000-20,000 words. In preparing this, you should pay particular attention to the assessment requirements for this award (see Section 11.23.6 of the University Academic Regulations) and you should address the following:

The research context

A review of the field of research, setting out of the place of the current submission within that research context and with particular emphasis on the cumulative nature of the contribution. This review should include reference to recent and current research and publications in the field.

The coherence of the works submitted

The exegesis should explain how the works submitted relate to each other and the field of study. You may comment on the sequential development of the submissions in terms of, for example, theory, methodology, techniques and research context.

The original contribution to knowledge in the field of research

The exegesis should clearly set out the originality of the research presented and demonstrate how this has contributed to the progress of the discipline. You should emphasise the originality of the research, both as a whole and in terms of the methodological, technical and theoretical advances made as part of the research.

In this context, the exegesis should also include a discussion of the additional insights that can be gained from a consideration of the submission as a whole.

(F) Publications

A high-quality reprint or photocopy (at least A5 but preferably A4 size) of all the publications cited in the application for registration, if necessary giving proof of authenticity. In the case of professional practice and creative work, original works may be presented or, where necessary, they may be represented by other means as appropriate to their medium. These must be clearly catalogued and recorded.

Presentation requirements – phd by existing published work

The published works and accompanying documentation should be presented in a box file of sufficient rigidity to support the weight of the enclosed material when standing upright.

The examination process

Viva voce examination venue and arrangements

The Graduate School is responsible for arranging the viva voce examination and will liaise with all parties. Please note that it can take up to three months to confirm a date.

When submitting your exegesis and published work, please make the Graduate School aware of any dates when you will not be available for your viva voce. The viva voce examination could be held at either Headingley Campus or City Campus. Once you receive your room confirmation, make sure you know where it is. It may be a good idea to familiarise yourself with the surroundings.

What happens prior to and at the examination

Prior to the day of your examination, the examination team will have had read your exegesis and published work and provided the university with preliminary reports. These reports are exchanged between each examiner and copied to the independent chair so that they are aware of key points and/or areas for further discussion.

In forming their view, the examiners will consider:

- If the submission demonstrates that the candidate has produced work which is commensurate with the requirements for the PhD thesis in the chosen field.
- If the submission demonstrates original research and independent critical thinking which has extended knowledge in the discipline in question.
- If the submission demonstrates that the candidate has made a systematic and coherent study within a single or closely related field(s) and has made a distinctive contribution to knowledge.
- If the candidate has demonstrated an appropriate level of critical analysis and reflection on the research undertaken.

On the day, members of the examination team will have a pre-meeting to discuss their questions for you.

In the examination, you could be asked:

- The rationale for your chosen methodology.
- To justify your findings, arguments and assumptions.
- To explain where your research fits in the wider research context.
- To discuss what is innovative about your research and what impact it may have.

Expect the examiners to argue certain points with you and to highlight weaknesses in the exegesis and published work. This is normal practice, but remember this is your work and you should be confident in defending it, even when the discussion is with eminent people.

How to prepare

It is normal to feel anxious about the examination, but some preparation will ensure you feel in control and confident on the day.

Examiners will expect you to have a good understanding of your exegesis and published work, so read them through to familiarise yourself with the content and make notes of areas you want to draw out in the examination discussion. Don't be put off by any mistakes you see; these can be amended after the examination.

The mock viva examination

You will be offered a mock viva in preparation for the examination process, in particular the viva voce examination. The outcome of the mock viva will be in the form of advice only.

The purpose of the mock viva examination is to:

- Demonstrate that the exegesis and published work is your own work.
- Confirm that you understand what you have written and can defend it verbally.
- Investigate your awareness of where your original work sits in relation to the wider research field.
- Ensure that the exegesis and published work are at the standard and quality of the award.
- Practise defending your ideas against rigorous questioning.

Other resources

The Good Viva video which is available on the RTP module on MyBeckett
Our Preparing for Examination workshop – click on 'Calendar' in SAM to view the next available session

Outcome of the examination and how to resubmit

At the end of your examination, you will be asked to leave the room so that the examiners can deliberate.

The deliberations can take quite a long time, so try not to get too anxious. Once a decision has been made, you will be asked to return to the room. The Independent Chair will inform you of the decision and any further work required and timescales for completion. All the changes required will be agreed by the examination team and written down and given to you at the end of the examination.

You will also receive a letter from The Graduate School confirming the outcome and your next steps.

Outcomes of the examination

Possible outcomes:

- The candidate receives the award.

- The candidate receives the award subject to **minor amendments** being made to the exegesis within a 1 month period.

- The candidate receives the award subject to **substantive amendments** being made to exegesis within a 3-6 month period. The examiners will be required to indicate the date by which the amendments are to be completed.

- The candidate is permitted to **resubmit for the award and be re-examined on the exegesis only without the need for an oral examination.**

- The candidate is permitted to **resubmit for the award and be re-examined by oral examination only without the need to re-submit the exegesis.**

- The candidate is permitted to **re-submit for the award, and be re-examined on the exegesis with an oral examination.** This recommendation may include advice to the candidate to include further published work in the portfolio.

If you received an outcome resulting in a resubmission and re-examination, you will only be allowed to do this once. Where the examiners consider that the overall submission would not meet the requirements for a PhD on account of the volume or weight of the published works themselves, the examiners may recommend that re-submission should include a further published outputs which may already be published, or about to be published.

Minor amendments

Normally, minor amendments include the correction of typographical or grammatical errors and may include corrections to references and/or diagrams or rewriting or adding a small piece of text. The examination team is required to provide a list of such amendments, which will be outlined by the chair at the end of the examination. Don't worry about writing these down; notes will be given to you at the end of your examination and these notes will then be incorporated into your outcome letter which will either be emailed to you by The Graduate School or by SAM, detailing all amendments and timescales. You will be asked to complete these corrections within a month.

How do I resubmit amendments?

After completing your amendments, you will submit your revised exegesis alongside a separate Word document. The Word document should list all the amendments made. The revised exegesis and separate Word document should be submitted in the same way you made your original submission – either emailed to The Graduate School or submitted via SAM. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

Then the revised exegesis and Word document will then be sent to the internal and/or external examiner, either by the Graduate School or SAM, who will review them and then state in writing that the amendments have been made to their satisfaction and that the candidate should now receive the award. In the (rare) event of the examination team not being satisfied with the amendments, you will receive further guidance from The Graduate School as to the next steps.

Substantive amendments

If you are asked to complete substantive amendments, this may take a period of between three and six months. The examination team will set the deadline for completing its corrections. The examination team is required to provide a list of such amendments, which will be outlined by the chair at the end of the examination. Don't worry about writing these down; notes will be given to you at the end of your examination and these notes will then be emailed to you by The Graduate School, detailing all amendments and timescales. You will be asked to complete these corrections by the date set by the examiners.

How do I resubmit substantive amendments?

After completing your amendments, you will submit your revised exegesis alongside a separate Word document. The Word document should list all the amendments made. The revised exegesis and separate Word document should be submitted in the same way you made your original submission – either emailed to The Graduate School or submitted via SAM. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

Then the revised exegesis and Word document will then be sent to the internal and/or external examiner, either by the Graduate School or SAM, who will review them and then state in writing that the amendments have been made to their satisfaction and that the candidate should now receive the award. In the (rare) event of the examination team not being satisfied with the amendments, you will receive further guidance from The Graduate School as to the next steps.

Resubmit and be re-examined on the exegesis only

This decision is made when the examiners agree the candidate's performance in the oral examination and/or further examination was satisfactory but that the exegesis was unsatisfactory. The amendments will normally include major rewrites of parts of the exegesis and the correction of typographical or grammatical errors.

Examiners will set the deadline for resubmission of the exegesis, which can be within a six to 12-month period from the original examination.

How do I resubmit and be re-examined on the exegesis only?

You will be required to email your revised exegesis alongside a separate Word document. The Word document should list all the amendments and how you have addressed them. The revised exegesis and separate Word document should be submitted in the same way you made your original submission – either emailed to The Graduate School or submitted via SAM. To speed up the process and to help the examiners, it would be beneficial to indicate the relevant page numbers for each amendment on the Word document.

The Graduate School will send the revised exegesis and Word document to the internal and/or external examiner, who will review them. You will then be emailed the outcome either by the Graduate School or by SAM. See the outcomes section below for more details.

Resubmit and be re-examined by oral without the need to re-submit the exegesis

This decision is made when the examiners agree the candidate's exegesis is satisfactory but the oral examination was unsatisfactory. Another examination will be arranged in the same way as the original one.

Resubmit and be re-examined on exegesis and published work and oral

If you receive this outcome it means the examiners felt there are significant deficiencies in the exegesis and in the oral examination for the level of the award. The examiners may require you to undertake further research and/or revise/restructure significant parts of the exegesis or submit further published outputs. The examination team is required to provide a list of such amendments, which will be outlined by the chair at the end of the examination. Don't worry about writing these down; a formal letter detailing amendments and timescales will be sent to you by The Graduate School or via SAM, depending on the way your exam was set up.

How to I resubmit for examination on exegesis and published work and oral?

Once the amendments have been completed, you will be required to resubmit the exegesis and attend another viva voce examination. The resubmission and re-examination must take place within 12 months of receipt of the written outcome of the original examination.

You should submit the revised exegesis along with the list of amendments indicating page numbers so the examiners can clearly see where the changes have been made. If additional material has been requested you should also submit these.

The Graduate School will liaise with you and the examination team to arrange a suitable date for the viva voce examination.

Outcomes following resubmission and re-examination

You will receive one of the following outcomes:

- The candidate receives the award.

- The candidate receives the award subject to **minor amendments** being made to the exegesis within a one-month period (see Minor Amendments process above).

- The candidate has not achieved the standard of the award.

Support for research students awarded a fail

If you the outcome is a fail, it is important for you speak to your supervisor as soon as possible for their advice and to discuss your options. The formal outcome letter from The Graduate School will include information about our complaints and appeals processes. It also might be useful to contact:

- The Director of Postgraduate Programmes/Postgraduate Tutor and/or Director of Research
- The Students' Union

For information on how to make a complaint or submit an appeal, please see our Student Complaints Procedure.

Appeals

If you feel that you have been unfairly treated during your programme of study, then you may have grounds for appeal. Please note that you cannot appeal on academic grounds.
For more information, please see: Academic Regulations Section 9 and Student Hub 'Appeals'.

Complaints

The Graduate School will attempt to resolve concerns or complaints informally. However, if you wish to make a formal complaint, please follow our Student Complaints Procedure.

Conferment of award (all research awards)

Conferment of award

When the examiners decide that an award can be conferred, all relevant paperwork will be forwarded to the chair of the university Research & Enterprise Committee, or nominee of the Chair of the Committee, for final approval.

Final submission of your exegesis and related documentation

Once you have received confirmation that the award has been granted, you will need to prepare your final exegesis along with all the related documentation. This should be in an electronic format for deposit in our library with all related documents either uploaded or referenced to where they can be found.

Practice-based work can come in many forms and therefore the candidate must decide, in consultation with their supervisor, the most suitable method to clearly communicate their work to the examination team. Past submissions have included play scripts from theatrical performances, sound works, digital film and still photography. Some candidates choose to include their visual documents in the critical and contextual document, while others may wish to keep the record of their practical submission separate from the writing. Some candidates have made their entire submission online as a website and this is entirely acceptable so long as the website: clearly demarcates any collaborators and participants, identifies the strategies and methods involved in the work, defines the critical context for the work, cites its impact and dissemination in the public domain and clearly states the original contribution to knowledge and to the relevant discipline. The key to a successful submission is clearly communicating the work under analysis and articulating its original context and means of dissemination to an audience. A timeline of when the existing published works were completed is encouraged as it can help the examiners understand the development of the work/works over the period of time under review and within the context of the period in which they were made.

For the exegesis that frames the PhD by Existing Published Work, there is no prescriptive method for presenting the 10,000 to 20,000 words: various formats are possible, including by print, online, through exhibition display etc. However, the academic requirements of the award does necessitate that certain key elements are included in the submission, such as:

- a title
- a table of contents
- acknowledgements (optional)
- some introductory remarks
- full references to all citations as footnotes, endnotes or hyperlinks
- a literature review
- methodologies that you have employed in your work
- theories that inform your particular way of working
- a clear description of the particular field you are working in and other key practitioners working in this discipline
- a statement concerning how your research makes an original contribution to knowledge
- some form of conclusion
- a table of images

- a bibliography

- an appendix (optional) that may contain additional material, such as transcripts of interviews you have conducted and extrapolated form to support your evolving argument, etc.

The details the actual final structure of the exegesis should be arrived at through careful consultation with your supervisor, the formal format of the front cover, information concerning graduation, will be sent to you by The Graduate School.

Graduation

Once your award has been confirmed, you will be invited to the next graduation ceremony, usually held in July.

You will be asked by The Graduate School to provide a 25-word outline of your research, which will be added to the ceremony programme. It will also be read out at the ceremony (if you are attending), so choose your words carefully; they will need to reflect your research but also be understood by a diverse audience.

These guidelines should be read in conjunction with the Research Student Handbook and Academic Regulations Section 11, Research Awards.