



Quality Manual for Research Degree Programmes

August 2016

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1. Institutional Arrangements for Research Degrees

- 1.1 This Quality Manual is intended to support and promote a vibrant Research Environment by providing procedural guidance relating to research degree programmes of Leeds Beckett University. Furthermore, the Quality Manual helps to assure and enhance the academic standards and quality of research degree programmes within the University.
- 1.2 The Quality Manual must be read in conjunction with University's Academic Principles and Regulations, Code of Practice: Research Awards Section 2.10 and other relevant documents as referred to within this document.
- 1.3 This Quality Manual applies to all research awards of the this includes:
 - PhD
 - Professional Doctorate (all types)
 - PhD by Existing Published Work
 - MPhil
 - MRes (all types where non-credit bearing – credit bearing MRes will be covered by the relevant 'Taught' Academic Principles and Regulations and procedures)
- 1.4 All staff and candidates associated with a research award are required to familiarise themselves with the Academic Principles and Regulations, the Quality Manual and all other internal and external policies and legislation appropriate to their research project. Where appropriate, this Quality Manual will endeavour to guide staff and candidates to external policies and legislation however; some research awards may require reference to further procedures not directly referred to in this document.
- 1.5 Where staff or research candidates have feedback about this Quality Manual or wish to suggest enhancements to the process these should be communicated to the Research Student Administration Team at the following email address:
ResearchStudentAdmin@leedsbeckett.ac.uk
- 1.6 Any changes to this Quality Manual must be agreed by the Research Degrees Sub-Committee on behalf of the Research and Enterprise Committee.

2. Glossary of Terms

<u>Term</u>	<u>Definition</u>
Fees	All research candidates will be expected to pay a fee for their studies on an annual basis. If you have any queries relating to fees, you should contact the University Research Office in the first instance.
Registration	Registration is the status as a research candidate with the University. A candidate's registration could be 'active', 'suspended', 'terminated' or 'withdrawn'
Enrolment	Candidates are responsible for ensuring they are enrolled appropriately on the University system. All enrolments must be done online, every year and takes only 5-10 minutes. The enrolment window opens 1 month before the course start date Once enrolled, candidates will be asked to enrol on an annual basis, on the anniversary of their start date (subject to the outcome of the Annual Progression process).
Confirmation of Registration	This is the process candidates will be required to undertake following enrolment and a period of working with their supervisory team to refine their initial proposal submitted as a part of the application process. This process may take a slightly different format depending on which award the research candidate is studying towards.
Transfer of Registration	If, during the course of their studies, a research candidate wishes to transfer their registration to a lesser, alternative or greater award they may request to do so. In the majority of cases, the research candidate will be required to undertake the Transfer of Registration (via Confirmation of Registration) process for the award they are transferring to.

Annual Progression	<p>The progress of all research candidates will be reviewed on an annual basis.</p> <p>All research candidates will be invited to an Annual Progression Panel in month 10 or 11 of their first year of study and then on an annual basis thereafter.</p> <p>Research candidates will be expected to talk through their research and progress to date. This will include a past present and future approach for example, what have I done/where I am now/what I am doing to meet my submission date.</p>
Examination	<p>Research candidates' theses will be assessed by an internal and external examiner. This will normally also include a viva-voce where the candidate will 'defend' the thesis.</p> <p>MRes candidates will be assessed on their thesis only except where the examiners decide that it is necessary for a viva-voce to take place.</p>
Director of Studies	<p>The Director of Studies is the lead member of the supervisory team. Research candidates are likely to have the most contact with their Director of Studies</p>
University Research Office	<p>The University Research Office, or URO, are responsible for the administration of all research awards.</p> <p>Alongside a research candidate's Director of Studies, the URO are likely to be a key source of advice to research candidates. Any issues with fees, admissions or enrolment should be referred to the URO</p>
University Research and Enterprise Committee	<p>The University Research and Enterprise Committee has overall responsibility for the management of research awards.</p> <p>Most of these responsibilities are actually carried out by the Research Degrees Sub-Committee and reported to the committee. This is advantageous as the sub-committee meets more regularly than the University Research and Enterprise Committee meaning research candidates do not face any undue delays.</p>
Research Degrees Sub-Committee of University Research and Enterprise Committee	<p>The Research Degrees Sub-Committee of University Research and Enterprise Committee is the body which takes the majority of decisions relating to the management of research awards and research candidates</p>

3. General Regulations / Legislation

General Student Regulations and Other University Regulations and Policies

- 3.1 Information and guidance relating to our University's other policies and procedures which relate to research candidates can be found at the following link:
<http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

Legal Requirements / Government Legislation

- 3.2 Research candidates of Leeds Beckett University will also be subject to any relevant laws or legislation as is appropriate and/or relevant to their research.

Disclosure and Barring Services (DBS) Checks (or similar process as defined by national body)

- 3.3 Some forms of research (such as where candidates are working with children or vulnerable adults) may require candidates to undertake a DBS check (or similar). This will be considered when the University decides whether to offer the candidate a place. If the applicant accepts the offer, the relevant provisions will be put in place in liaison between the candidate and their supervisory team.
- 3.4 If a research candidate's project moves into a different area to that which was stated during the application process for any reason, their supervisory team should be able to advise whether a DBS check (or similar) is likely to be required. Where such a need arises, candidates will be expected to apply for and demonstrate the successful completion of the relevant process.

Health and Safety Risk Assessments

- 3.5 A candidate's supervisory team, working under the advice of the relevant University department, will decide whether the project requires the candidate to undertake a Health and Safety Risk Assessment and advise them accordingly.
- 3.6 If a candidate thinks this may be necessary, they should discuss this with their supervisory team in the first instance.

Intellectual Property

- 3.7 All candidates are required to make themselves aware of the provisions in respect of Intellectual Property and ownership of candidate's work.

<http://enterpriseacademy.leedsbeckett.ac.uk/helpful-support-documents/>

Data Protection

- 3.8 All candidates are required to make themselves aware of the relevant legislation and procedures relating to Data Protection and the Data Protection Act (1998). Further details can be located at the following web address:

<http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

Code of Good Practice and Regulations Relating to Misconduct in Academic Research' and Academic Principles and Regulations, Code of Practice Section 2

- 3.9 All candidates are required to familiarise themselves with the provisions of the 'Code of Good Practice and Regulations Relating to Misconduct in Academic Research' and Section 2 of the Academic Principles and Regulations. The intention of this is to help research candidates avoid any inadvertent issues with matters relating to research misconduct, plagiarism, cheating or any other form of unfair practice.

<http://www.leedsbeckett.ac.uk/research/>

<http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

- 3.10 Candidates would be further advised to take note of the resources provided by the University in this respect, including the University's 'Little Book of Cheating, Plagiarism and Unfair Practice'.

http://skillsforlearning.leedsbeckett.ac.uk/local/academic_communication/plagiarism/index.shtml

Equality and Diversity

- 3.11 Where adjustments are required to the relevant processes contained within this document, the Research Degrees Sub-Committee of the University Research and Enterprise Committee can permit variations / reasonable adjustments in order to comply with the relevant Equality and Diversity legislation.

- 3.12 Research candidates should divulge the details of any matters which are likely to mean adjustments are necessary at the application stage or as soon as the need to do so arises.

- 3.13 Further information relating to the University's services and policies in this respect can be found at the following web address:

<http://www.leedsbeckett.ac.uk/public-information/equality-and-diversity/>

4. Enquiries, Making an Application and Admission

Enquiries

- 4.1 The details of any enquiry may be recorded by the University for the purposes of Annual Overview and Reporting, marketing or any other legitimate reason.

Making an Application

- 4.2 All applicants will submit their application and initial research proposal on the relevant University application form template to the University Research Office (or URO). The following must be included with the application:
- Evidence of the applicant's qualifications, certificates along with the transcripts must be provided
 - A plan of the proposed research programme, including working title, broad aims and projected coverage, in sufficient detail to permit the University to determine whether the proposal is acceptable
 - Two academic references
 - Passport and previous UK visas (if applicable)
- 4.3 The applicant is responsible for ensuring that the University is made aware of any disability that may be significant to the individual or to the research award to which they are applying at the application stage so that appropriate support may be put in place if required.
- 4.4 The University Research Office (URO) will ensure that all the relevant documentation is included with the application and check qualifications.
- 4.5 The application will then be forwarded onto the appropriate Director of Research, for them to discuss potential supervision with appropriate staff. The Director of Research will identify a potential Director of Studies.

Considering Applications

- 4.6 Following receipt in the URO, applications are scrutinised and considered within the appropriate School for robustness of the proposal, availability of necessary resources to support the proposal and supervisory experience and capacity. Applicants may need to clarify or refine their proposal in discussion with the potential Director of Studies before an offer to study can be made.
- 4.7 The Director of Studies with the proposed supervisory team in conjunction with the Director of Research will ensure that the application is considered in respect of the following:

- The level of award for which the applicant seeks registration
- The acceptability of the proposed project; including the availability of appropriate supervisory and other resources (e.g. laboratory facilities etc), essential for the conduct of the research
- The requirement (or otherwise) to undertake a specified programme of research training

Outcome of application

4.8 The applicant will receive one of the following outcomes:

- 1) Accepted onto a research degree programme
- 2) Clarification needed on specific aspects of the proposal with the applicant through a telephone/Skype/in-person interview prior to making a final decision*
- 3) Decline

*This outcome should only be used where clarity is sought on a specific element of the proposal. It is not to be used as a method for improving a weak proposal. This outcome does not guarantee acceptance.

4.9 Applications may be declined for the following reasons:

- a) Weak proposal (feedback will be given and the applicant may wish to rework and reapply)
- b) Concerns about the proposal (for example, plagiarism)
- c) No supervisory capacity
- d) Research does not fall into our University's areas of expertise
- e) Research study proposed cannot be resourced

4.10 The final decision on the application will be confirmed to the Dean of School or nominee, Director of Research and URO. Only on the receipt of the completed Applicant Decision Form will the URO notify the applicant of the outcome.

4.11 The Applicant Decision Form will also state whether the candidate should be exempt from the requirement to undertake the Research Training Programme, the Director of Studies will judge whether the prospective candidate meets any or all of the following criteria:

- The candidate has successfully completed an appropriate research masters qualification, including training in research methods
- The candidate has significant experience of undertaking a research project or projects
- The candidate has previously completed an approved programme of research methods training at another recognised Higher Education Institution.

Accreditation of Prior Learning / Accreditation of Prior Experiential Learning / Accreditation of Prior Certificated Learning

- 4.12 Claims for APL / APEL / APCL may only be made against research programmes which bear academic credit (currently no research award covered by this Quality Manual bear academic credit). Where a candidate wishes to make a claim for APL / APEL / APCL against a research award of the University, the provisions of the University's Academic Principles and Regulations, Code of Practice 2.1 Admissions will apply.
<http://www.leedsbeckett.ac.uk/public-information/academic-regulations/section-2/>
- 4.13 Where the application relates to a HE level 8 doctoral awards, decisions on APL / APEL / APCL will be made by the potential Director of Studies in liaison with the relevant Director of Research.

Offer of a place

- 4.14 If accepted for a place on a research award of the University, the candidate will be provided with written confirmation of the offer.
- 4.15 The offer letter will include the following as a minimum:
- The Candidate's start date
 - The fees for the next twelve months
 - How and when the candidate can find details of the fees for future years
 - The candidate's expected period of study
 - Where the candidate can locate details of the requirements placed on students of Leeds Beckett and the regulatory framework which informs this
 - Details about the Candidate's University induction
 - The Research Candidate Handbook (or where to locate a copy online)
 - 'How to Find Us' travel information
 - Details about accommodation
 - Helpful information for International students (Web links to the International Office website).
 - Any useful school / project specific information
- 4.16 The candidate will be expected to register and enrol as a candidate of the University on the proposed start date. If a candidate is unable to take up the offer of a place on the proposed start date, they must contact the University in writing. In such circumstances, the University may choose to withdraw the offer or propose an alternative start date.
- 4.17 The candidate must demonstrate that they have sufficient funding in place for the duration of the programme of study. An annual fee will be charged on enrolment and every subsequent re-enrolment for the duration of the programme of study. Evidence may be required to verify this.
- 4.18 Application details will be reported to the Research Degree Sub-Committee of the University Research and Enterprise Committee.

5. Candidate Registration

- 5.1 All candidates who have been offered and accepted a place at the University and agreed a start date for their studies must register and enrol with the University on that date (see also 4.16 above). Thereafter, the candidate is required to re-register, enrol on their award and pay their fees on an annual basis on, or before, the anniversary of their start date, subject to the outcome of the annual progression progress (see details in Section 10 of this document).
- 5.2 No candidate will be permitted to re-enrol without confirmation that the candidate has been permitted to continue their studies by an Annual Progression Panel.
- 5.3 A candidate may request to change their registration from part-time to full-time mode or vice versa. The candidate must make an application to change their mode of study to the Research Degrees sub-committee of University Research and Enterprise Committee.
- 5.4 A candidate wishing to transfer their registration from one research award to another will be subject to the provisions of the 'Transfer of Registration' process (see also Section 9 of this document).
- 5.5 Any candidate wishing to extend their registration beyond the maximum period must make an application to do so in writing to the Research Degrees Sub-Committee of the University Research and Enterprise Committee at least 3 months prior to the expiry of the maximum period. See regulation University Academic Principles and Regulations, Code of Practice, Section 2.10 (2.10.4.1.8) for details.
- 5.6 Periods of Registration will only be extended by the Research Degrees Sub-Committee of the University Research and Enterprise Committee where reasonable grounds are given. Failure to make adequate progress will not be allowed as grounds for extending the maximum period of registration.

Suspension of Registration

- 5.7 In exceptional circumstances, candidates wishing to suspend their registration must make an application to the Research Degrees Sub-Committee of University Research and Enterprise Committee in writing stating the reasons for the suspension.
- 5.8 The Research Degrees Sub-Committee of University Research and Enterprise Committee will approve a request for suspension where the candidate is prevented from making progress on their research due to ill-health or any other valid cause. The sub-committee may ask for evidence / supporting information.
- 5.9 During any period of suspension, the candidate will be expected to maintain regular contact with their Director of Studies. The university's expectation is that all candidates will make

monthly contact with their supervisory team via the online supervision tool 'Pebblepad' or other electronic media. The form of contact and / or regularity of meeting may vary dependent on the nature of the reasons for the suspension.

Withdrawal of Registration

- 5.10 Candidates wishing to withdraw their registration with the University must do so in writing to the University Research Office, who will inform the Supervisory team and any other relevant parties.
- 5.11 Any candidate who withdraws their registration will be offered an exit-interview where the reasons for the withdrawal will be discussed with their Director of Studies.

6. Induction

- 6.1 Participation in a University Induction is compulsory for all candidates accepted for a place on a research award of the University. This induction will normally take place on campus.
- 6.2 The induction schedule is available online through the welcome system where students enrol.

7. Supervision

Formation of a Supervisory Team

- 7.1 The University will ensure that all candidates are provided with a supervisory team consisting of a Director of Studies and at least one other supervisor. Additional supervisors may be added on an exceptional basis but the supervisory team should not normally contain more than two members.
- 7.2 The Research Degree Sub-Committee reviews and approves all academic CVs of existing/potential supervisors on an annual basis.
- 7.3 The supervisory team will be formed during the process of considering the candidate's application.
- 7.4 When considering the application and the proposed supervisory team, the Director of Studies and the Dean of School will give consideration to the overall experience of the supervisory team. Attention should be paid to the overall workload and commitments of the supervisors to ensure that this is not likely to impact upon their ability to supervise the candidate effectively.

- 7.5 New supervisors will be expected to attend relevant staff development for the role and / or be mentored by an experienced supervisor. Existing supervisors should ensure they attend any refresher sessions and are up-to-date with regulatory/process matters or changes concerning research degree programmes.
- 7.6 In establishing a supervisory team, an advisor may be requested. An advisor may be added where that person can contribute one or more of the following:
- A specialised knowledge of value to the research project
 - Additional extensive experience of research degree supervision
 - An appropriate link with, or employment relationship with, an external organisation that will assist with the programme of research.

Changes to a Supervisory Team

- 7.7 Changes to the supervisory team should only occur if there are exceptional circumstances. These changes should be discussed with the supervisory team, candidate and PGRT. Details of the change will be reported to the Research Degrees Sub-committee of University Research and Enterprise Committee.

Absence of a Director of Studies

- 7.8 In the event of absence of a candidate's Director of Studies, another member of the supervisory team should assume the role of Director of Studies. Where there is a continued absence of the Director of Studies, the Director of Research will wish to review the supervisory arrangements to determine whether suitable supervision is being maintained (after one month for full-time candidates and two months for part-time candidates) and may look to make adjustments to the supervisory team such as appointing a new Director of Studies.

Supervisory Teams and Independent Contact Points

- 7.9 In the event of a disagreement between the candidate and their supervisory team, where possible, this should be discussed between the candidate and their supervisory team directly. If the issues persist or there are reasons why this cannot happen, the candidate should contact the relevant PGRT or the University Research Office in the first instance who will investigate the issues and make recommendations for the matter to be resolved. This may include remitting the decision to an independent PGRT or another appropriate member of staff.

- 7.10 Where problems persist resulting in a need to change a supervisory team, changes may be limited due to the availability of staff with sufficient expertise to supervise the candidate's research project effectively.

Frequency of Supervision Meetings and Record Keeping

- 7.11 All candidates are responsible for maintaining regular contact with their supervisory team. All candidates are expected to make monthly contact with their supervisory team. We encourage the use of the online supervision tool 'Pebblepad' for such purposes.
<http://learningsystems.m.leedsbeckett.ac.uk/pebble/research-student-progress-forms/>
- 7.12 Formal supervision meetings are expected take place once a month for full-time candidates and once every two months for part-time candidates. Supervision meetings may take place in a range of ways such as by telephone, video conference or email contact where the candidate is, for example, based overseas at a particular point in time. It is a joint responsibility of the candidate and supervisory team to ensure that arrangements can be made for supervision to take place.
- 7.13 Candidates and their supervisory teams will both keep a record of supervision meetings. We encourage using 'Pebblepad' which can be accessed at the following web address.
<http://learningsystems.m.leedsbeckett.ac.uk/pebble/research-student-progress-forms/>
- 7.14 The details arising from supervision meetings may be reviewed during the Annual Progression process.

8. Confirmation of Registration

- 8.1 The process of confirmation will take place through the consideration of a 'Candidate Submission' by a review panel. Such consideration will include a viva-voce discussion.
- 8.2 The Review Panel comprises:
- The Candidate's supervisory team
 - The Postgraduate Research Tutor and/or Director of Research and/or a senior member of staff active in research with experience of successful completions at the level of the award

Members of the supervisory team may not chair the panel.

- 8.3 Confirmation of Registration review panels will be formed by the relevant director of research in liaison with the proposed review panel members and the candidate. In exceptional circumstances, the viva-voce discussion may take place by video-link or telephone conference. Review panels will only be re-arranged in exceptional circumstances.

- 8.4 Full-time candidates must present themselves for Confirmation of Registration within 4 months of enrolment. Part-time candidates must present themselves for Confirmation of Registration within 6 months of enrolment.
- 8.5 The candidate is required to make a submission. The precise form and length will depend on the nature of the research project. Relevant guidance will be provided to the candidate by their Director of Studies. The document should enable the student to demonstrate their ability to meet the criteria in 8.6.
- 8.6 The panel should address the following:
- Will the completion of the project realistically allow the candidate to achieve a research award at the designated level?
 - Is the candidate likely to be able to pursue the research project at that level?
 - Are there sufficient resources available?
 - Does the candidate have any training needs and have they undertaken their Training Needs Analysis for their RTP?
 - Have any ethical issues been addressed?
- 8.7 The Research Degrees sub-committee of the University Research and Enterprise Committee may permit an extension to these timescales in exceptional circumstances only. Candidates requiring an extension must make an application to the Research Degree Sub-Committee of University Research and Enterprise Committee, in writing, stating the reasons why an extension is necessary at the earliest possible opportunity once the need to extend the timescale emerges.
- 8.8 Confirmation of Registration for all awards will be carried out in English and will be scheduled of sufficient length to enable full consideration of all aspects of the project and its development.
- 8.9 Following the viva-voce discussion, the outcome will be confirmed to the candidate by the Chair of the Review Panel. The Chair of the Review Panel will ensure that the 'Confirmation of Registration Outcome' form (details below) is completed by the members of the panel. The outcome will be sent to the candidate in writing as soon as possible after the date of the review panel and a copy will be sent to the URO.
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/>
- 8.10 The outcomes of Confirmation of Registration will be reported to the next meeting of the Research Degrees sub-committee of University Research and Enterprise Committee.

9. Transfer of Registration

- 9.1 Candidates wishing to transfer their registration to a greater, alternative or lesser award should consult with their Director of Studies / supervisory team in the first instance to discuss the matter. The Director of Studies / supervisory team may, following the discussion, arrange for a transfer of registration review panel to be formed.
- 9.2 The process of Transfer of Registration will be the same as for Confirmation of Registration for the award the candidate is transferring to. Where their registration is not confirmed on to the award they are attempting to transfer to, the candidate will remain registered on their current award.

10. Annual Progression

- 10.1 The purpose of Annual Progression is to provide overall support for the candidate to complete the programme successfully within an appropriate timescale.
- 10.2 The Director of Studies is responsible for making appropriate arrangements for contact with the candidate to enable the research to be completed and for monitoring the candidate's progress. It is the candidate's responsibility to ensure that they are progressing with the research project.
- 10.3 The progress of all candidates will be reviewed on an annual basis through the Annual Progression process and all candidates will be expected to attend a meeting with the Annual Progression Panel to discuss their work. Annual Progression Panels will take place in month 10 or 11 in the candidates first year of registration and will then take place on an annual basis thereafter.
- 10.4 The Annual Progression Panel will be composed as follows:
- The Director Research or a nominee
 - The candidate's Director of Studies
 - Up to 2 further experienced colleagues
- The Director of Research, or their nominee, shall chair the panel.
- 10.5 Research candidates will be expected to talk through their research and progress to date. This will include a past, present and future approach. For example, what have I done/where am I now/what am I doing to meet my submission date.
- 10.6 The candidate's Director of Studies will also be expected to provide a commentary at the meeting on the candidate's progress.
- 10.7 Candidates submit a 500 word summary prior to the meeting which will include a brief background, work to date and intended future targets in relation to their studies. Candidates should ensure a timeline is included with their submission date. Candidates are expected to answer any questions posed by the panel. This discussion should take no longer

than 15 minutes. In the case of the candidate studying overseas, an alternative form of communication will be arranged (such as video-link etc).

- 10.8 Candidates will be expected to provide details of any extenuating circumstances, which may have hampered their progress, reported by the candidate in supervisory meetings during the period covered by the Annual Progression process (i.e. over the previous year). The Annual Progression Panel must pay due care and attention to the potentially sensitive nature of such information.
- 10.9 The University Research Office will schedule the Annual Progression Panels and provide sufficient time for the following:
- A pre-meeting between the panel to discuss the documentation submitted / prepare for the discussion with the candidate
 - Candidates outline their work orally and then respond to questions from the panel (normally a maximum of 20-30 minutes in total). No PowerPoint/formal presentation is required, but can be done if appropriate.
 - A discussion with the candidate regarding their work / progress
 - The panel's conclusions to be discussed with the candidate
- 10.10 In the event that the candidate is offered the opportunity to register on an alternative or lesser award, the Annual Progression Panel will be expected to review the candidate's progress against the criteria above for that alternative or lesser award.
- 10.11 At the end of the discussion, the candidate will be asked to enrol online if they have not already done so and the Chair of the Annual Progression Panel will ensure that the candidate receives full details of the panel's decision in writing as soon as possible following the discussion.
- 10.12 The outcomes of Annual Progression will be reported to the next meeting of the Research Degrees sub-committee of University Research and Enterprise Committee.

11. Examination

Eligibility for Examination

- 11.1 All research award candidates must ensure they meet the regulatory requirements for eligibility for examination (see Section 2.10.17 Code of Practice, Research Awards of University Academic Principles and Regulations for details).

The Mock Viva Examination

- 11.2 All research award candidates will undertake a mock viva (except MRes candidates). The mock viva process will provide the opportunity for the candidate to prepare for the examination process, in particular the viva-voce examination. The outcome of the mock viva will be in the form of advice only.

Approval of Examiners

- 11.3 Candidates will make their supervisory team aware of their expected date of submission at the earliest possible opportunity so that the appropriate examination arrangements can be made. It is normally expected that candidates will be able to identify an approximate date 12 months in advance of their expected thesis submission date. Where candidates have not notified their supervisory team of their expected date of submission they should be prompted to do so.
- 11.4 The candidate's Director of Studies is responsible for ensuring that appropriate examiners are proposed and submitted to the Research Degrees Sub-Committee of University Research and Enterprise Committee. This will include ensuring that the proposal is submitted on the appropriate form with the required signatures.
- 11.5 The process for appointing examination teams will be as follows:
- The Director of Studies will propose suitable examiners
 - The details are submitted to the University Research Office and the Research Degrees Sub-Committee of University Research and Enterprise Committee makes a final decision on whether the arrangements are approved
- 11.6 Any submission to the URO and subsequently to the Research Degrees Sub-Committee of University Research and Enterprise Committee will be submitted as per the standard requirements.

<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/>

Submission of thesis for examination

- 11.7 The candidate is expected to submit 3 copies of their thesis in Hard-Copy (in line with the requirements for 'Presentation of the Thesis' section of this Quality Manual and 'Format of Presentation of thesis' document) and a single electronic copy on CD or other appropriate electronic storage device.
- 11.8 The electronic copy of the thesis will be routinely checked using the relevant University plagiarism detection software to ensure the originality of the work by the director of studies. Where concerns arise as a result of this check, they may be investigated through the regulations and procedures of University Academic Principles and Regulations or the '*Code of Good Practice and Regulations Relating to Misconduct in Academic Research*' as

appropriate.

<http://www.leedsbeckett.ac.uk/studenthub/research.htm>

- 11.9 When submitting their thesis for examination, all candidates will complete the 'Thesis Submission Form' where the candidates will make a statement regarding the originality of their work and stating any work which may have been submitted for a comparable award. The 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.
- 11.10 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 and Regulations Relating to Misconduct in Academic Research' or Section C9 of the Academic Principles and Regulations (as appropriate).
- 11.11 The 'Thesis Submission form' can be found at the following web address:
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/>

Presentation of the thesis

- 11.12 All theses must be submitted in line with the Requirements of the 'Form of Presentation of Theses' document.
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/>
- 11.13 The thesis shall be presented in English.
- 11.14 The candidate must submit the thesis 'ring' or 'thermally' bound with any supporting material forming part of the examination to the URO. The URO will ensure that the examiners are provided with copies of the thesis and other material and will liaise with the examiners to arrange the date of the viva voce examination.
- 11.15 The candidate is required to provide abstracts of the thesis. One should be bound into each copy of the thesis and should consist of approximately 300 words, which provides a synopsis of the thesis stating:
- The nature and scope of the work undertaken
 - The contribution made to the knowledge of the subject treated.
- 11.16 The abstract must have the name of the author, the award for which the thesis is submitted, and the title of the thesis as a heading.
- 11.17 The thesis shall include a statement of the candidate's objectives. The work shall also acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

- 11.18 Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 11.19 The candidate shall be free to publish material in advance of the thesis, but reference shall be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis.
- 11.20 Normally the thesis is not expected to exceed the following word limits (excluding ancillary data):

PhD:

Science and Engineering	50,000 words
Other areas	100,000 words

Professional Doctorate:

All subject areas	75,000 words
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MPhil:

Science and Engineering	25,000 words
Other areas	50,000 words

MRes:

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

For **PhD by Existing Published Work** please see page 31.

Other Forms of Submission

- 11.21 The thesis should normally be within a limit agreed by the Research Degrees Sub-Committee of the University Research and Enterprise Committee where it is:
- Accompanied by material in other than written form or
 - The research involves creative writing or scholarly editing.

In the case of research by creative work, the submission should conform to the guidelines set out in Section 2.10.9.3 of the University Academic Principles and Regulations.

12. The Examination Process

- 12.1 Candidates will submit their thesis to the University Research Office who will arrange for the work to be sent to the examiners for them to make their preliminary assessment of the

thesis. Once the Preliminary assessment report is completed, this should be returned to the University Research Office at least 1 week prior to the examination

12.2 Both the internal and external examiners are required to submit a preliminary assessment report on the thesis. Within this report, the examiners will consider the following matters (subject to the outcome of any oral examination):

- The academic standard of the thesis, and whether, in their view it satisfies the requirements of the award
- Consider what recommendation might be made in respect of the thesis

The examiners will also be asked to complete a short report on the thesis.

12.3 In forming their view on the above, the examiners will consider (and record their view) in respect of the following:

- 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 submitted is acceptable
- (Where appropriate, In the case of a candidate who has completed a programme of formally assessed coursework), whether it is manifest in the thesis that 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?

The 'Preliminary Assessment form' can be found at the following web address:

<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>

12.4 The University Research Office will arrange for the examiner's preliminary reports to be exchanged between the examiners. In the case of MRes examinations, where the examiners feel it is appropriate, the examiners may require a meeting prior to any oral examination. In such instances, the University Research Office will arrange for this meeting to take place.

12.5 The date of the viva will be arranged by the University Research Office and communicated in writing to the candidate, examiners and supervisory team with as much advance notice as possible.

Examiner's Deliberations

- 12.6 Examiners will refer to the University 'Taxonomy of Assessment' and relevant external benchmarks and information in reaching their decision.
- 12.7 The 'Criteria for Assessment of Research Awards' document provides further information for the benefit of examiners.
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>

Outcomes of Examination

- 12.8 The examiners will make a decision about the outcome of the examination from those available for the award and stage of examinations (first attempt or re-submission).
- 12.9 It is the responsibility of the Independent Chair to note any amendments
- 12.10 Where the decision of the examiners requires the candidate to submit minor amendments of present themselves for re-submission, the Independent Chair will ensure that this is noted on the 'Examiner's Joint Report and Recommendation' Form before the examiners leave the examination room. All recommendations will also be read back to the candidate.
- 12.11 The deadline for re-submission or minor amendments to be completed and submitted will be clearly specified to the candidate and noted on the 'Examiner's Joint Report and Recommendation' Form.
- 12.12 The 'Examiner's Joint Report and Recommendation' Form can be found at the following web address,
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>
- 12.13 To ensure the meaning and process relating to the available decisions are clear to examiners and candidates, a definition is provided below:
- 12.14 **The candidate receives the award**
This decision is made where the examiners are satisfied that the candidate has reached the standards required for the award. The joint decision must provide sufficiently detailed comments on the academic standard of the work to enable the Chair of University Research and Enterprise Committee to confirm that the standards for the award have been met.
- 12.15 **The candidate receives the award subject to minor amendments being made to the thesis within a 1 month period**
This decision is made where the examiners are satisfied that the candidate has in general reached the standards required for the award, but consider that the thesis requires some

minor amendments and corrections, which are not so substantial as to call for re-examination.

The minor amendments must be specified in writing to the University Research Office who will communicate them to the candidate.

Once satisfied that the minor amendments have been made satisfactorily, the Internal and/or external examiner must state in writing that the amendments have been made and that the candidate should receive the award. The joint decision must provide sufficiently detailed comments on the academic standard of the work to enable the Chair of University Research and Enterprise Committee to confirm that the standards for the award have been met.

12.16 Re-examination of the thesis only

This decision is made where the examiners agree that the candidate's performance in the oral examination and/or further examination was satisfactory, but that the thesis was unsatisfactory.

The joint decision must specify in adequate detail the deficiencies of the thesis, and the aspects of the work which need to be addressed prior to re-submission. This statement will be sent to the candidate.

Examiners will set the deadline for re-submission. In doing so, the examiners will wish to ensure that the re-submission takes place within a reasonable timescale. This would normally take place within 6 months of the original examination.

All re-assessment must take place within 12 months of receipt of the written outcome of the original examination by the candidate.

12.17 Re-examination by oral examination/further examination only

This decision is made where the examiners agree that the candidate's thesis was satisfactory, but that the performance in the oral examination and/or a further examination (if applicable) was unsatisfactory.

Where a further examination has taken place, the examiners must specify whether they wish the candidate to be re-examined in both the oral examination and the further examination. The examiners may also propose a different form of re-examination in these elements to test the candidate's ability.

The joint recommendation must specify in adequate detail the deficiencies of oral and/or further examination, and the aspects which need to be addressed prior to re-examination. This statement will be sent to the candidate.

Examiners will set the deadline for re-submission. In doing so, the examiners will wish to ensure that the re-submission takes place within a reasonable timescale. This would normally take place within 6 months of the original examination.

All re-assessment must take place within 12 months of receipt of the written outcome of the original examination by the candidate.

12.18 Re-examination of the thesis with oral examination

This decision is made where the examiners agree that the candidate's thesis and oral examination and/or a further examination were unsatisfactory.

The joint decision must specify in adequate detail the deficiencies of the thesis and the oral examination, and the aspects of the work which need to be addressed prior to re-submission. This statement will be sent to the candidate.

Examiners will set the deadline for re-submission. In doing so, the examiners will wish to ensure that the re-submission takes place within a reasonable timescale. This would normally take place within 6 months of the original examination.

All re-assessment must take place within 12 months of receipt of the written outcome of the original examination by the candidate.

12.19 Offer of the award of MPhil or MRes (Not applicable to PhD by Existing Published Work)

This decision should only be made where, in the opinion of the examiners, the work is such that the amendments required for it to reach the standard of the award would be difficult to achieve within the anticipated timescales for re-submission; and that the work satisfies the requirements of the lesser or alternative awards.

The joint decision for the award of MPhil or MRes is made subject to the presentation of the thesis amended to the satisfaction of the examiners.

The joint decision must provide sufficiently detailed comments on the academic standard of the work to enable the Chair of University Research and Enterprise Committee to confirm that the standards for the lesser / alternative award have been met. This will include detailed comments on the following:

- Why the standards for the award registered for have not been met;
- Why the deficiencies are so substantial as to make the prospects of successful re-submission unlikely;
- On completion of the specified amendments, the standards for the award of MPhil (or MRes as appropriate) have been met.

12.20 Opportunity to re-submit to be assessed for the award of MPhil or MRes (Not applicable to PhD by Existing Published Work)

This decision should only be made where, in the opinion of the examiners, the work is such that the amendments required for it to reach the standard of the award would be difficult to achieve within the anticipated timescales for re-submission; and that the work does not satisfy the requirements of the lesser or alternative awards.

The joint decision must specify in adequate detail the deficiencies of the thesis and the oral examination, and the aspects of the work which need to be addressed prior to re-submission for the award of MPhil or MRes (as appropriate). This statement will be sent to the candidate.

The examiners will make available the following information to the Chair of the University Research and Enterprise Committee:

- Why the standards for the award registered for have not been met;
- Why the deficiencies are so substantial as to make the prospects of successful re-submission for the registered award unlikely;
- An explanation why the work, even with minor amendments, does not satisfy the requirements for the recommendation of the lesser or alternate awards of MPhil or MRes.

Conferment of Award

12.21 Where the decision of the examiners (whether following minor amendments or re-submission) is that the award should be conferred, all relevant paperwork will be forwarded to the Chair of the University Research and Enterprise Committee for approval. Once the Chair is satisfied that the relevant processes have been followed and that the decision reached by the examiners is sound, the Chair will sign to confirm their agreement and the award will be conferred.

12.22 The thesis should be bound and lettered in accordance with the 'Requirements for final submission document'.
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>

13. Professional Doctorates

A Professional Doctorate is an internationally accepted Doctoral qualification which enables candidates to develop a project leading to a significant contribution to professional practice. These programmes are designed for professionals in the public, private, and third sectors. As with any other research degree, a piece of original research will need to be produced; however, that research is informed by experiences in your own professional practice and will usually seek to develop an understanding that contributes to professional practice more broadly.

The Professional Doctorate programme has a series of non-credit bearing structured learning research training and discipline-specific workshops. Through these workshops you will develop an understanding of theoretical issues relevant to your professional context and begin thinking about what you want to look at in your research and the methods to be used

This chapter provides information relating to the structured learning modules, and the process of assessment and requests for extensions relating to the assignments. **All other information concerning the research degree processes and assessment milestone can be found in the main body of the Quality Manual.**

The chapter covers the following professional doctorates:

Doctor of Education (EdD)

Doctor of Business Administration (DBA)

Doctor of Engineer (Deng)

Unless specifically stated the information covers both professional doctorates.

Programme structure

1.1. Aims of the Programme

The programme aims to:

- Provide the opportunity for professionals in their specific field to progress further their professional learning and development through an extended period of research-based study with the intention of making original contributions to knowledge
- Develop practitioners' understanding of research and its application to their field
- Engage practitioners in critical discussions and reflections that involve deep consideration of the relationship between theory and practice, with other practitioner, academic and research communities

1.2. Specific learning outcomes

On completion of a Professional Doctorate candidates will:

- Have made an original contribution to knowledge and/or enhancement of professional practice

- Understand in depth aspects of professional knowledge and practice related to their area of research
- Be able to locate their own area of enquiry within the existing field of knowledge and bring multiple perspectives to bear in their interrogation of the field.
- Understand the theoretical underpinning of research approaches pertinent to their specific field
- Have critically examined, developed and deployed theoretical and conceptual frameworks relating to professional research and practice in their field
- Be able to consider a range of methodological approaches and make informed decisions about their application
- Be able to articulate complex ideas through a range of communication media, including writing for publication, conference presentation and other means relevant to their field of professional practice

1.3. Skills and other attributes

On completion of the Professional Doctorate candidates will:

- Be able to discuss and resolve the theoretical and methodological controversies which surround their specific professional field, and to develop the ability to think creatively and innovatively about the investigation and solution of problems
- Have developed advanced skills in designing and planning research, including the selection and use of appropriate software, aimed at professional enhancement, both individually and collaboratively
- Be able to conduct a broad ranging literature review and isolate and discuss themes that arise from it; to select and utilize appropriate methods, quantitative and/or qualitative within a particular professional setting
- Have developed advanced skills in gathering and analysing data; writing appropriately for a variety of audiences; articulating and disseminating research findings using a range of media
- Be skilled in facilitating critical evaluation and implementation of research-based evidence

1.4. The structure and content of the programmes

The Professional Doctorate programme is structured into two stages. Stage 1 consists of structured learning modules (non-credit bearing), delivered through a series of key workshops/discussion groups which cover a range of issues pertinent to the candidate's development of their specific research study and their role as a practitioner researcher. The skills and knowledge obtain throughout Stage 1 will directly contribute to the development of the research study. Stage 2 will further focus on the development of a thesis of 60,000 words which is assessed by a viva voce examination. For details on examination process please see (page 15)

Doctor of Education (EdD)

STAGE 1:	Structured Learning (Non-credit bearing module)
Year 1/2	Module 1 Research methods 1 (methodology); Module 2 Research methods 2 (writing and dissemination); Module 3 The Practitioner as researcher (literature review) Undertake Confirmation of Registration (see page 12)
Year 2	Module 4 Policy Practice and Professional learning (policy context); gain ethical approval for project;

STAGE 2:	Development of thesis (60,000 words)
Year 2/ 3	Data collection; draft chapters 1, 2 and 3; draft analysis chapters
Year 4:	Draft findings, summary and contributions chapters; refine overall thesis and submit for examination

Doctor of Business Administration (DBA)

STAGE 1:	Structured Learning (Non-credit bearing module)
Year 1	Module 1: Introduction, research design and proposal Module 2: Current issues in Business and Management Research Undertake Confirmation of Registration (see page 12)
Year 2	Module 3: Research Philosophy and doing a Literature Review Module 4: Advanced Research Methods
STAGE 2	Development of thesis (60,000 words)
Year 3 & 4	Planning and Preparing a Thesis Preparing for the Viva

1.5. Learning Activities

Learning activities will include:

- A series of lectures and workshops that explore critical aspects of the field of education from research and practitioner perspectives
- Key discussion workshops including ones that support the development of methodological knowledge; critical review of policy and practice literatures and key debates; a knowledge of the practitioner as a researcher
- Supervisory sessions that support the development and progression of the research-based thesis component of the qualification

In addition, the course will be closely coordinated to enable candidates 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 facilitate their networking and engagement with wider professional, academic and research communities, including those available to post-graduate researchers within and outside the University.

1.6. Assessment

Stage One is measured by assessment. The assignments during Stage One will be assessed on a pass/fail basis but additional feedback will be provided to the candidates to enable them to recognise the strength of the pass/fail. The modules will be marked internally by the module leader drawing on the Taxonomy of Assessment for Research Awards as well as other requirements for the assessment.

Doctor of Education (EdD)

Research methods (1):	5,000-7,000 word methodologically focused paper suitable for presentation to a conference and/or journal that provides a critical analysis of an aspect of ethical research methodology pertinent to the field of educational research, and to the development of their thesis.
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Research methods (2)	5,000-6,000 word research paper suitable for presentation at a conference that will stand as evidence of a range of dissemination and reflective approaches pertinent to the field of educational research, and to the development of their thesis. This paper will form the basis of the Confirmation of Registration document.
The practitioner as researcher	5-6,000 word literature review related to the practitioner's own context
Education policy, practice & professional learning	5,000 – 7,000 word referenced research report which contextualises the sector/setting within which the students will be locating and conducting their research project. This is likely to include details of work site, professional practice and recent policy implementation(s), together with critical considerations of factors impacting on policy formulation as well as on professional learning and the student's sense of professionalism.

Assessment Schedule for the EdD

All dates are approximate	Date commenced	Submission	Re-submission
Research methods (1)	1 st November	28 th February	Mid April
Research methods (2)	1 st March	30 th April	Mid June
The practitioner as researcher	1 st May	31 st August	Mid October
Education policy, practice & professional learning	1 st September	30 th November	Mid January

Doctor of Business Administration (DBA)

Document 1:	<p>2,000-2,500 word draft research proposal and plan identifying an area of research which is of interest to them and which will benefit or interest to all or some of the following:</p> <ul style="list-style-type: none"> • The researcher as a practising manager or professional • The academic community • Professional associations, trainer and developer • Manager and organisations • Policy-makers and/or regulators <p>The importance of the field to these various constituencies should be discussed.</p> <p>A number of specific research questions relevant to the general field or topic of the research should be identified and explored. These should be capable of sustaining research effort over the duration of the programme. It is important that a range of questions should be identified because each of the subsequent pieces of assessed work should normally relate to at least one of the research questions. The more questions a researcher has prepared therefore, the greater the ease with which this requirement can be met. The approach to the overall project and methods to address the research questions should be specified along with a work plan.</p> <p>This report will form the basis of the confirmation of registration</p>
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	(CoR) See page 12.
Document 2:	5,000–6,000 Final research report which will respond to the feedback on the draft and refine the research questions, approach and methods. An initial literature review should be included. This will map the potential field of study, identify major recent and current contributions and show how the proposed project will relate and connect with current literature and how that literature will be used and applied to inform the project.
Document 3	10,000-12,000 a Critical literature review and initial development of conceptual framework which will include: <ul style="list-style-type: none"> • discussion of the various academic field which might be appropriate to the topic identified in Document 1; • a reasoned selection from the range of field identified; • a critical review and evaluation of the literature; • 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.
Document 4:	10,000-12,000 a report on a small empirical project focussing on a research question or issue from within their general research topic which could suitably be investigated using arrange of methods. The method(s) selected should be an elaboration of those proposed in document 2. The report should address the following items: <ul style="list-style-type: none"> • a discussion of the importance of the research questions; • a discussion of the research question and its suitability for the chose approach and methods; • identification of research focus or theme; • a methodological discussion of the implications of using the chosen approach; • a discussion and justification of the research methods to be used; • a discussion of the issue of validity and interpretation arising from the use of the methods; • an analysis of the material; • conclusions and themes for further research.

Assessment Schedule for the DBA

All dates are approximate	Date commenced	Submission	Re-submission
Document 1	Oct or Feb	31 st March or 31 st July	Mid May or mid September
Document 2	April or Sept	30 th Sept or 28 th Feb	Mid November or mid April
Document 3	Oct or Feb	31 st March or 31 st July	Mid May or mid September
Document 4	May or Sept	31 st Aug or 31 st Dec	Mid October or mid February

All structured learning modules will have a submission date and a re-submission date set at the commencement of the module. Candidates who do not pass a module at their first attempt will be offered the opportunity to re-submit. If a candidate fails on their second attempt they may be offered the opportunity to register on an alternative or lesser award (MPhil or MRes). This decision will be made at the Annual Progression event.

Stage Two is the production of a piece of original research in the form of a written thesis (60,000 words) which will draw on the knowledge and skills attained throughout the Stage Two.

Assessment is on the presentation of the thesis and oral examination (Viva Voce). **For the examination process please see (page 15)**

Research Training Programme

In addition candidates are required to engage with the university's Research Training Programme (RTP) and will therefore complete a Training Needs Analysis, Skills Audit, Training Needs Analysis Plan which will include their portfolio of evidence from stage 1 (see page 34).

<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-training-programme/>

1.7. Request for extensions to assessment submission dates

Requesting an Extension

Any candidate wishing to request an extension must complete an '**Assignment extension request form**' (Available at: <http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>).

All candidates are required to complete this form fully.

Candidates may be granted an extension of up to five working days by their module tutor, or of between six working days and one month by the Research Degrees Sub-Committee. Any candidates asking for an extension of over five working days **must attach evidence** to support their circumstances.

Candidates who require an extension of over one month will need to formally suspend their studies as outlined in the University's Academic Principles and Regulations, Research Awards, Code of Practice, Section 2.10.4.1.10: Suspension of Registration

<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-degree-documents-and-forms/>

The Assignment extension request form must be submitted to the module tutor in all cases. The module tutor will not accept the form if it has not been completed in full and/or evidence is not attached. Under these circumstances the form will be returned to the candidate who will be asked to re-submit once they have obtained the appropriate evidence.

Forms should be submitted by the submission date of the assessment. Extensions will not normally be granted when the form is submitted after the submission date.

Following receipt of a candidate's form, the course leader will assess the form within 48 hours of submission. They can then either:

- Ask for further evidence *or*
- Grant or refuse an extension of up to five working days *or*
- Forward to the Secretary of the Research Degrees Sub-Committee.

If the course leader will not be available to process the request within 48 hours (for example they are on leave or on university business overseas) the decision may be made by one of the other EdD module tutors.

Request for up to five working days

Where a candidate is making a request for an extension for five working days or less the candidate must complete the request for extension form and return to the module tutor who will make the decision. The decision will be based on the candidate meeting the criteria for acceptable circumstances as laid out in Appendix B but independent evidence will not be required. The module tutor will record the decision on the form and return the form to the candidate and copy in the course leader.

Request for more than five working days (Please refer Suspension of Study on page 9)

14. PhD by Existing Published Work

The PhD by 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 coherent body of published work which is of the same quality, rigour and level as required of a standard PhD in the chosen field and which constitutes an original contribution to knowledge.

For Eligibility, General and application requirements please see Academic Principles and Regulations, Research Awards Section 2.10

Making an application

- 14.1 The completed and signed University's Application form for PhD by Existing Published Work should be submitted to the URO and **must** be accompanied with the specified information requirements as set out in APR Research Awards Section 2.10.11.1.

Application process

- 14.2 The application along with the additional information will be initially reviewed at the next Research Degree Sub Committee.
- 14.3 Outcome following the initial review:
Invited to a formal interview by a Review Panel
Rejected

Formal Interview/Confirmation of Registration

- 14.4 Successful applicants will be invited to attend a formal interview. The interview will be held by a Review Panel consisting of selected members of the Research Degree Sub Committee.
- 14.5 At the interview the applicant 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.
- 14.6 The Review Panel must satisfy itself following the interview that the published work is significant and the level of the individual's contribution justifies the registration and level for the award of PhD by Existing Published Work.

14.7 Decision Outcomes

Recommendation that the applicant be registered for the award

Recommendation that the applicant be rejected (applicants may appeal following this decision see APR Research Awards Section 2.10.23.6.6)

Enrolment and Registration

14.8 Following the interview stage, the Decision Outcome Form will be completed by the Chair of the Review Panel and sent to the URO.

14.9 Successful applicants will be contacted by the URO and enrolled and registered at the next intake date.

14.10 Tuition Fees

Award	Expected completion	Number of annual fees which need to be paid
PhD by Existing Published work	12 months	1 (Fee to be paid on enrolment will be equivalent to Part-time (home/EU fee)

Supervision

14.11 Candidates will normally be assigned one supervisor who will act as the Director of Studies. The role of the Director of Studies is to provide guidance and advice on which of the publications should form the final submission along with the preparation of the synopsis. The synopsis (no more than 10,000 words) describes the aims of the research undertaken to produce the publications, incorporates an analytical discussion of the main results and puts the total work submitted in context.

Preparation for Examination

14.12 At the examination stage candidates must submit sufficient copies of their synopsis and published work to the URO. For members of staff an additional external examiner will be required. Therefore, normally four copies would be expected. The submission must include the following:

(A) Title Page

This is required to 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) Synopsis

The synopsis should be no more than 10,000 words. In preparing this, candidates should pay particular attention to the assessment requirements for this award (see Section G22.6.2 of the University Academic Principles and Regulations) and should address the following issues:

The research context:

A review of the field of research setting out of the place of the current submission within that research context, 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 synthesis should explain how the works submitted relate to each other and the field of study. Candidates 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 synthesis should clearly set out the originality of the research presented, and demonstrate how this has extended the forefront of the discipline in question. Candidates 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 synthesis should also include discussion of the additional insights which can be gained from a consideration of the submission as a whole.

The implications of the research presented

The synthesis should include a statement on the implications of the research presented for the particular field of study and its subsequent development.

(F) Publications

A high quality reprint or photocopy (at least A5 and preferably A4 size) of all the publications cited in the application for registration, if necessary giving proof of authenticity. In the case

of 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 Works

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

The Examination Process (please refer to page 18)

Please note that there is no fall back award for the PhD by Existing Published Work.

15. Research Training Programme

- 15.1 Candidates will ensure that they are aware of, and comply with, the requirements of the Research Training Programme as described in the relevant documentation.
<http://www.leedsbeckett.ac.uk/research/research-degrees/pg-support/research-training-programme/>
- 15.2 Candidates must receive written confirmation from their Director of Studies that they have completed the Research Training Programme before they are eligible to be examined for their award.

16. Feedback and Representation

- 16.1 Candidates will be able to feedback any issues of concern or good practice to their supervisory team at any time. Dependent on the circumstances of the issue, or where the candidate feels unable to discuss the issue with their supervisory team, the candidate may contact the relevant PGRT for their school or the University Research Office.
- 16.2 Dependent on the circumstances of the issue raised by the candidate, the supervisory team may wish to discuss this with the PGRT or University Research Office to ensure a resolution is sought.
- 16.3 On completion of their programme, all research degree candidates will be invited to provide feedback on their programme.

- 16.4 Further opportunities for feedback will be provided by the University's deliberative committee structure which will include representation by candidates of the University as defined by the Standing Orders of Academic Board.
- 16.5 Feedback will also be sought from external parties, including external examiners, sponsors, collaborating organisations, employers and, where possible, alumni.

17. Appeals

- 17.1 The provisions relating to appeals from research award candidates will be as described in section C16 of the University Academic Principles and Regulations and the associated procedures. Further information can be located at the following web address, <http://www.leedsbeckett.ac.uk/studenthub/research.htm>

18. Complaints

- 18.1 The provisions relating to candidate complaints from research award candidates will be as described in the University's *'Student Complaints Procedure'*. <http://www.leedsbeckett.ac.uk/studenthub/research.htm>

19. Ethical Approval

- 19.1 Candidates will be subject to the requirements of the 'Policy, Framework Principles and Procedures for Research Ethics'. All candidates are required to familiarise themselves with these provisions. <http://www.leedsbeckett.ac.uk/studenthub/research.htm>
- 19.2 Candidates will work with their supervisory team and the relevant Research Ethics Co-ordinator to ensure ethical approval is sought and granted for their project. This will be monitored through the regular supervision meetings and details will be recorded.
- 19.3 Candidates should not proceed to engage in research involving human participants or human subjects until the relevant level of ethical approval is sought and granted.

20. Responsibilities of a Research Award candidate of Leeds Beckett University

A Research Award candidate's responsibilities will include the following:

- Familiarising themselves with all relevant University policies and regulations appropriate to their research award (such as the [General Student Regulations](#), [University Academic Principles and Regulations](#), [Quality Manual for Research Degree Programmes](#) and
- Use of student email address for all correspondence
- Informing the University of changes to the candidate's personal details (such as address / contact details or personal information relevant to their studies)
- The timely payment of fees
- Registering and Enrolling as a candidate on an annual basis (subject to the outcome of the Annual Progression Process)
- Compulsory participation in a university Induction
- Maintaining regular contact with their supervisory team including during any periods of absence or illness
- Attendance at regular supervision meetings and preparing adequately for such meetings including the presentation of written material as required. Candidates will be expected to keep a record of supervision meetings as well as the supervisory team (via Pebblepad)
- Working with supervisors to develop and agree a realistic research plan for their project which will include timescales and milestones
- Taking responsibility to reflect on their own progress, highlighting any issues hampering their progress to the supervisory team and working to resolve any issues hampering their progress
- Delivering a presentation on their work and preparing material as required to the Annual Progression Panel
- Making themselves aware of any responsibilities, regulation and legislation relating to external organisations of any type, as relevant to their research award / project
- Ensuring that they pursue an ethically sound and approved research project ([Policy, Framework Principles and Procedures for Research Ethics](#))
- Completing the requirement Research Training Programme and attendance at any development opportunities (as required)
- Making themselves aware of the requirements of submission for, and the process of, examination

21. Responsibilities of a Supervisor

The QAA's 'Code of Practice for the Assurance of Academic Quality and Standards in Higher Education – Section 1: Postgraduate Research Programmes – September 2004' defines a supervisor's responsibilities as follows,

- *“...providing satisfactory guidance and advice;*
- *being responsible for monitoring the progress of the candidate's research programme;*
- *establishing and maintaining regular contact with the candidate (where appropriate, guided by institutional expectations), and ensuring his/her accessibility to the candidate when s/he needs advice, by whatever means is most suitable given the candidate's location and mode of study;*
- *having input into the assessment of a candidate's development needs;*
- *providing timely, constructive and effective feedback on the candidate's work, including his/her overall progress within the programme;*
- *ensuring that the candidate is aware of the need to exercise probity and conduct his/her research according to ethical principles, and of the implications of research misconduct;*
- *ensuring that the candidate is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy;*
- *providing effective pastoral support and/or referring the candidate to other sources of such support, including candidate advisers (or equivalent), graduate school staff and others within the candidate's academic community;*
- *helping the candidate to interact with others working in the field of research, for example, encouraging the candidate to attend relevant conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals;*
- *maintaining the necessary supervisory expertise, including the appropriate skills, to perform all of the role satisfactorily, supported by relevant continuing professional development opportunities.*

Supervisors will be sensitive to the diverse needs of individual candidates, including international candidates, and the associated support that may be required in different circumstances. An awareness of the range of support available (as referred to above), and how candidates can access it, is an important part of the supervision process.”

Alongside those responsibilities listed above, members of a supervisory team have responsibility for:

- Reviewing, and providing guidance on, the candidate's work prior to submission
- Ensuring that arrangements can be made for regular supervision meetings to take place with the candidate
- Be clear when giving advice, guidance and instruction to the research candidate
- Ensuring records are kept of supervision meetings
- Providing constructive feedback on the candidate's work
- Highlighting any issues with the candidate's progress as soon as any concern emerges
- Providing information to the Annual Progression Panel regarding candidate progress
- Maintaining and Developing supervisory skills
- Ensuring their knowledge of the discipline is relevant and up to date