Research Degree Handbook 2023/24

Welcome and Introduction

Welcome to Leeds Trinity University and to the 2023/2024 Research Degrees Handbook. Whilst every care has been taken to ensure accuracy at the time of publication, the information in this handbook may change due to updates and amendments to the regulations and policies of Leeds Trinity University and the University of Leeds.

Leeds Trinity University is an accredited institution of the University of Leeds. Its postgraduate research programmes lead to the award of degrees of the University of Leeds. As a postgraduate researcher your programme of study is administered by Leeds Trinity in conjunction with the University of Leeds Doctoral College.

Leeds Trinity University's terms and conditions upon a course offer being made can be accessed at https://www.leedstrinity.ac.uk/courses/student-contract/

Access

Should you require information in an alternative format – Braille, large print, audio formats, etc. – please contact Student Support and Wellbeing Student support and Wellbeing - Leeds Trinity University

Telephone: 0113 2837 138, email: disability@leedstrinity.ac.uk.

Student Support and Wellbeing can be contacted to generate a Learning Support Plan (LSP) and to integrate reasonable adjustments into the PGR's programme of Research.

About the Research Degrees Handbook and Research

This handbook provides information on the University's research degree programmes. It includes important information such as policies and procedures, the support that postgraduate researchers (PGRs) can expect to receive and the facilities available to them. It provides links to further information such as regulations and details on services and facilities.

LTU PGRs have opportunities for development and training including courses provided by the University of Leeds and Leeds Trinity University. University of East Anglia (UEA) online training is also available to LTU PGRs. Your induction as a PGR at Leeds Trinity will cover the facilities and regulations of the institution,

including health and safety regulation, research governance requirements (including data security), ethics procedures, and the degree process.

You are encouraged to take full advantage of these opportunities and to become an active member of relevant groups. Your experiences as a PGR or supervisor within our research community should help shape your life and your thinking, as well as your CV.

We welcome all feedback on this Research Degrees Handbook to help enhance future versions. Please email your comments or suggestions to the Research Team research@leedstrinity.ac.uk.

Wishing you well in your studies throughout the year.

Prof Martin Barwood
Director of Postgraduate Research Studies

About Leeds Trinity University

Leeds Trinity University has been providing outstanding, student-centred higher education for more than 50 years.

The University was established in 1966 as two Catholic teacher training colleges – Trinity College for women and All Saints College for men.

Over the last 50 years, the institution has evolved and developed to become an acclaimed university with a diverse education offer, but its Catholic faith foundation remains central to its activities.

The two colleges opened in September 1966 and merged to become Leeds Trinity and All Saints in 1980. In 2012, the institution was granted full university status and became Leeds Trinity University.

Leeds Trinity offers an inclusive University experience that gives every student the support to realise their potential.

Students, staff, and alumni say that you really are a name, not a number, at Leeds Trinity University.

Leeds Trinity has transformed into an acclaimed University renowned for teaching excellence and employability. This transformation has been guided by its vision and values that are at the heart of everything it does.

Care for our students, our staff, our partners, and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Introduction to the Research Degrees Handbook

This handbook has been produced to provide information and guidance for PGRs, their supervisors and other staff.   It is compiled annually under the oversight of the

LTU Director of Postgraduate Research Studies who gratefully acknowledges permission to reuse University of Leeds (UoL) material in this handbook.

The handbook should be read in conjunction with the appropriate key documentation outlined in section 13. It is vital that all supervisors and PGRs read the documents associated with UoL regulations.

PGRs and supervisors must also be aware of the contents of this handbook itself, as it gives details of the services and support available at LTU and offers advice about action that may be taken if difficulties are encountered during a candidature. Please note that it is the PGRs responsibility to notify their supervisor(s) and the Director of Postgraduate Research Studies as appropriate as any difficulties arise.

A copy of this handbook will also be sent to your Leeds Trinity University email address as part of your induction. The electronic version of this handbook contains hyperlinks that will take you directly to the information and email addresses to connect you with the services you need.

Note: The forms and templates detailed in section 14:0, and other areas of this Handbook are currently only available internally to Postgraduate Researchers, Supervisors, and members of the Research Office.   If you require access to these documents, please contact the Research Office research@leedstrinity.ac.uk

Research at Leeds Trinity University

Research is a fundamental part of life at Leeds Trinity University. It is inclusive and aims to push the boundaries of academic knowledge, refine pedagogy and sector leading professional practice.

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1.0 Institutional Context of Research Degrees

1.1 Research, Knowledge Exchange & Innovation Sub Strategy

research-knowledge-exchange-and-innovation-strategy

strategic-plan-2021-2026

Our Research, Knowledge Exchange and Innovation Strategy is focused on building a positive Research Culture: one that is impactful for people and society, sustainable and diverse, and a research environment to energise and sustain those engaged in research and supporting research at all career stages. Our people are engaged in work for regeneration and growth which support the skills needs of the local and regional economy, building on enterprise as a key element of our Career-led curriculum. Our strategy will enhance our synergies between research, impact, innovation, practice, knowledge exchange and taught provision nationally and internationally. This multi-faceted strategy will drive the development of an enhanced environment for, and investment in, research, innovation and knowledge exchange across the University.

1.2 Research Excellence Framework 2021

The Research Excellence Framework (REF) is the system for assessing the quality of research in UK higher education institutions. It is undertaken by a process of expert review across 34 units of assessment (UoAs) and the outcomes provide participating Universities with a profile containing three distinct elements; the quality of **outputs** (e.g. publications, performances, and exhibitions); their **impact** beyond academia, and the **environment** that supports research. Leeds Trinity submitted to six REF Units of Assessment in REF 2021:

UoA 4 Psychology, Psychiatry and Neuroscience
UoA 23 Education
UoA 24 Sport and Exercise Sciences, Leisure and Tourism
UoA 27 English Language and Literature
UoA 31 Theology and Religious Studies
UoA 33 Music, Drama, Dance, Performing Arts, Film and Screen Studies

The results of REF 2021 can be downloaded from the REF website: https://results2021.ref.ac.uk/

1.3 Data Protection Policy

In line with the Data Protection Act 2018, Leeds Trinity is committed to ensuring that the data held about individuals is processed fairly and lawfully and that it is held for specific purposes only. Confidentiality will be respected, and all appropriate security measures will be taken to prevent unauthorised disclosure.

The Data Protection Act 2018 allows you certain rights as a 'data subject'. These include the right of access to data held on you, the right to prevent processing of that data that causes substantial damage or distress or for direct marketing purposes, and the right to rectify inaccurate information.

You are responsible for ensuring that your personal information held by Leeds Trinity University is accurate and up to date. You should therefore notify student administration immediately of any change to the personal information we hold about you records@leedstrinity.ac.uk .

Data Protection Policy

2.0 Induction and Orientation

Once you have been fully registered for your programme of study you will be invited to attend an induction which will introduce you to the key operating procedures for PGRs at LTU. Attending the induction is a mandatory activity and will help PGRs quickly adjust to the requirements for postgraduate study. Please refer to this handbook for more comprehensive procedural details when needed.

2.1 Postgraduate Researcher MS Teams Channel

Once registered you will be given access to the Postgraduate Researchers Microsoft Teams channel.

These pages contain links to handbooks, policies, procedures, forms, templates and training information.

There is also a Posts section on these pages where the Research Team place important announcements. You will be sent notification when a new post has been added.

2.2 PGR Social Media Links

There is a PGR Facebook forum and a PGR Twitter account (to showcase the different activities and outputs from Leeds Trinity PGRs.

The PGR representatives also produce and publish a quarterly newsletter via Postgraduate Teams

PGR representative for 23/24: To be confirmed.

2.3 Holiday Entitlement

Postgraduate Researchers may, with prior agreement with their supervisor(s) take up to twenty-five days holiday each year in addition to the official LTU closure dates. In 2023/24 LTU is closed:

22 December 2023 – 1 January 2023 (inclusive)

29 March 2024 – 2 April 2024 (Inclusive)

6 May 2024

27 May 2024 to 28 May 2024 (inclusive)

26 August 2024 – 27 August 2024 (inclusive)

2.3.1 International PGRs on a sponsored student visa

Supervisor(s) must inform the Research Office via research@leedstrinity.ac.uk of the agreed holiday dates for an International Sponsored PGR. The Research Office will record the dates as part of the UKVI attendance monitoring requirements.

2.4 Out of Hours Working

If you wish to work on campus outside the hours of 7am to 7pm, after which time all rooms and corridor access are locked by security, in case of fire and to ensure your safety, you are required to;

<u>Monday to Friday</u>

Inform security in the main reception, in person or by telephone before 7pm of you name, location and estimated finishing time;

Before you leave inform security in reception that you have left for the day;

The main building doors will be locked at 11pm therefore if you wish to work part 11pm you will need to use the 24hr lab located in the Andrew Keane building.

<u>Saturday and Sunday</u>

The main campus doors will open at 7am

Other than the 24hr IT lab automatic access to room is restricted (office / teaching doors are locked, and access control will not work)

Unless necessary you should use the 24hr IT lab if you wish to work

Main reception: 0113 2837 100

Mobile: 07860383434 (only to be used for out of hour's access or emergency)

2.5 Useful Contact Numbers

Reception	Atrium	0113 2837100	reception@leedstrinity.ac.uk
Publication Services	AG60	~	publications@leedtrinity.ac.uk
Finance	AM3	~	Finance@leedstrinity.ac.uk
Library	AKLC	0113 2837244	libraryenquiries@leedstrinity.ac.uk
IT helpdesk	AKLC	0113 2837223	helpdesk@leedstrinity.ac.uk Self service Portal
Pure repository / open access enquiries	AKLC		repository@leedstrinity.ac.uk
Research Office	W8		research@leedstrinity.ac.uk

Student Administration			records@leedstrinity.ac.uk
Student Support		0113 2837196	studentsupport@leedstrinity.ac.uk

3.0 The Management of Research Degrees at LTU

3.1 Overview

Leeds Trinity University (LTU) ensures that its arrangements for the provision of research degrees, as a minimum, meet the requirements of the The UK Quality Code for Higher Education

Oversight of research degree provision is principally the responsibility of Academic Board, the Research & Knowledge Exchange Committee (RKEC), the Research Degrees Sub Committee (RDSC) and the Research Ethics & Integrity Sub Committee (REISC).

RDSC operates as a sub-committee of RKEC and has responsibility for monitoring the progress of PGRs. RDSC includes representatives from Schools, PGRs and the UoL. The chair of RDSC is the Director of Postgraduate Research Studies at LTU.

RKEC reports to Academic Board and is responsible for the implementation of policy and procedures. The following diagram explains the committee structure:
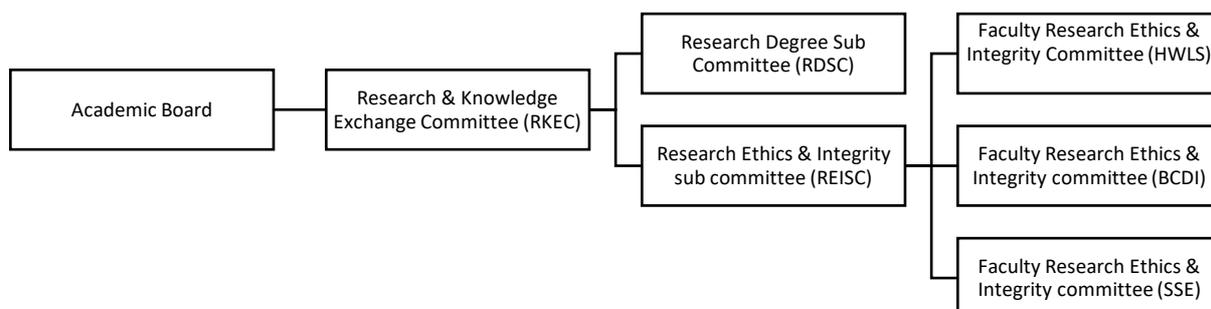
3.2 Research Team

The Research Team manages and supports research activities across LTU, building intelligence to help target funding opportunities and monitoring and recording data relating to research activity. It oversees grant application, internal funding schemes, LTU's current research information system(CRIS) , organises training and developments, administration of research degree programmes from entry to completion in liaison with the UoL.

Prof Alex Nunn – Dean of Research

Prof Karen Sayer – Institutional Lead for Research	

Prof Martin Barwood Director of Postgraduate Research Studies (DoPGRS) m.barwood@leedstrinity.ac.uk	The DoPGRS is responsible for co-ordinating admissions, registration, appointment of supervisors; the transfer process for assessment for full degree registration; examination arrangements; pastoral care; liaison with University of Leeds Doctoral College; PGR representation, feedback and channels of communication.
Professor Jane de Gay Deputy Director of Postgraduate Research Studies (DDoPGRS) j.degay@leedstrinity.ac.uk	The DDoPGRS is responsible for the PGR training programme, PGR & Supervisors forums and extension/suspension approvals
Dr John Rule Research Manager (RM) j.rule@leedstrinity.ac.uk	The RM oversees and manages support for research across the University, providing advice across the University's research portfolio. Contributes to induction and training for PGRs, PURE and REF administration.
Mrs Elaine Brook Research & Knowledge Exchange Officer e.brook@leedstrinity.ac.uk	All aspects of PGR programme administration from interview/entry to exit; Postgraduate Research Experience Survey (PRES); committee secretary to RKEC & RDSC; combined PGR handbook; forms, policy & regulation; system and process development relating to PGR study. Research GDPR data champion.
Ms Ruth Grigg Research Administrator research@leedstrinity.ac.uk	Administration of PGR Training & Expenses, change of supervision, suspension & extension
Ms Sandra Avella Research Administrator s.avella@leedstrinity.ac.uk	Administrative support to established research centres, Dean of Research, and Institutional Lead for Research. Secretary to the Professoriate & Readers Group, FDAP and REF working groups.
Dr Laura Shand Research Support & Knowledge Exchange Officer (SSE) l.shand@leedstrinity.ac.uk	Provides research and knowledge exchange support for the Faculty of Social Sciences and Education (SSE). This includes finding and distributing relevant grants and

	opportunities; assisting with bid writing, costing, and administration; assisting the facilitation of external partnerships through KE work; promoting the research of the faculty via media channels, signposting and assisting with Open Access and publication enquiries. Laura is also the administrator for the SSE Research Ethics & Integrity committee and University Research Ethics & Integrity sub committee
Dr Andrew Morton Research Support & Knowledge Exchange Officer (HWLS) a.morton@leedstrinity.ac.uk	Provides research and knowledge exchange support for the Faculty of Health, Wellness and Life Sciences (HWLS). This includes finding and distributing relevant grants and opportunities; assisting with bid writing, costing, and administration; assisting the facilitation of external partnerships through KE work; promoting the research of the faculty via media channels, signposting and assisting with Open Access and publication enquiries. Andrew is also the administrator for the HWLS Research Ethics & Integrity committee.
Dr Thomas Swann Research Support & Knowledge Exchange Officer (BCDI) t.swann@leedstrinity.ac.uk	Provides research and knowledge exchange support for the Faculty of Business, Computing & Digital Industries (BCDI). This includes finding and distributing relevant grants and opportunities; assisting with bid writing, costing, and administration; assisting the facilitation of external partnerships through KE work; promoting the research of the faculty via media channels, signposting and assisting with Open Access and publication enquiries. Thomas is also the administrator for the BCDI Research Ethics & Integrity committee.

3.3 The University of Leeds Graduate Board

The University of Leeds (UoL) Graduate Board http://www.leeds.ac.uk/rsa/graduate_board/graduate_board.html is solely concerned with postgraduate researchers on UoL research degrees. The Board is chaired by

the Dean of the Leeds Doctoral College and is responsible for implementing policy and regulations through the Leeds Doctoral College and Director of Postgraduate Research Studies at LTU. The Board monitors and reviews all arrangements for research degrees and aspects of candidature.

Admission, progress, examination and a decision regarding the award of the degree also fall within the remit of the Graduate Board.

4.0 Research Degree Supervision

4.1 The Supervision Model

LTU has two main models of supervision. Some PGRs have a main supervisor based at LTU (together with a UoL co-supervisor or Mentor (advisor)) although most PGRs have a supervisory team comprising a main supervisor with one or more co-supervisor(s), all of whom are based at LTU.

Where two or more Faculties are involved in a candidature, the schools concerned should agree which is acting as the PGRs parent Faculty and notify Research via research@leedstrinity.ac.uk

Supervisors will be provisionally appointed at the time that a PGR receives a formal offer of admission by the UoL, and this will be confirmed or, where appropriate, alternative arrangements made when the PGR registers. It is normally the responsibility of the Head of School and/or line manager to ensure that no supervisor is overloaded with supervisory responsibilities and the position of individual members of staff should be reviewed regularly.

The model of supervision adopted for a PGR may change during the period of study. Whichever model of supervision is adopted, the PGR has the opportunity to request a pastoral meeting at least annually, in the absence of the supervisor(s). In this meeting, the Director of Postgraduate Research Studies should review and discuss progress, comment upon the nature of the supervision received and draw attention to any matters of concern.

In the event of a supervisor leaving LTU the Director of Postgraduate Research Studies will work with the PGR and Supervisors to ensure that alternative and acceptable supervision arrangements are made, but in some cases this may not be possible.

4.2 Eligibility to Supervise and General Advice to Supervisors

Eligibility for Research Degree Supervision

In order to be recommended for appointment as a supervisor the UoL Graduate Board requires all potential supervisors to attend the approved UoL 'Effective Postgraduate Research Supervision' course. Experienced supervisors who are new to LTU are also asked to attend the course to update their knowledge of University policy and procedures relating to the supervision of PGRs. It is good practice for current supervisors to attend a refresher course at least every 5 years. Supervision

courses are provided in-house by Leeds Trinity University and the UoL Organisational Development and Professional Learning (OD&PL).

All supervisory teams must include at least one individual (Model one) who meets the following criteria;

(i)   hold a Doctoral level qualification or have significant experience of research degree supervision;

(ii)   have a minimum of three years previous supervisory experience (at LTU or another University)

(iii)   have completed a probationary period satisfactorily and hold a permanent academic appointment at LTU of at least 0.5 FTE. Any new member of academic staff who has not yet completed their probation period at LTU but are already experienced supervisors with successful supervision and completions at a previous institution may apply for Model One Supervisor status. Please contact the LTU Research Office to obtain an application form. research@leedstrinity.ac.uk

(iv)   are able to demonstrate that they are research active and have published in peer reviewed journals

(v)   have undertaken the course of effective postgraduate research supervision.

Any member of staff wishing to supervise at research degree level should discuss this with their line manager in the first instance and then with their Dean of Faculty and Head of School. They will be required to attend a course on research degree supervision before being eligible to be appointed as a supervisor. To book onto a course please contact the LTU Research Office via research@leedstrinity.ac.uk

4.3 Responsibilities of Supervisors

See section 4 of the Protocol for research degree candidature

The responsibilities of a supervisors may be summarised as follows:

i.   ensuring that the PGR is introduced to the facilities of LTU and the UoL that are relevant to the research and that they are fully aware of relevant Health and Safety regulations;

ii.   assisting the PGR in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship must be carefully considered;

iii.   assisting the PGR to clarify the research question which the study seeks to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;

iv.   ensuring, in consultation with the DPGRS, Dean of Faculty, Head of School and Chair of the Research and Knowledge Exchange Committee, that the

PGR has access to the necessary facilities for the research, including access to facilities such as printing, photocopying and facilities commensurate with the requirements of the research.

v. approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to PGRs that UoL and LTU attach great importance to the timely completion of research;

vi. conducting, with the PGR, a training needs analysis within one month for full time or two months for part time of commencement of study and agreeing a training plan;

vii. reviewing the training plan regularly (at least annually) and to assist the PGRs in identifying other training needs and in reflecting upon their personal development;

viii. where the programme contains subject specific modules, directing the PGR through the relevant programme of courses;

ix. seeking to ensure that the PGR receives available research training (e.g. by attendance at courses or referral to available resources) which may be necessary or appropriate in the individual case;

x. making PGRs aware of, and supporting them with any relevant Research Governance requirements and ethical procedures and ethical review;

xi. making PGRs aware of the relevant LTU's Research Data Management and Information Technology Security policies; information-services-policies-it-and-library

xii. agreeing a supervisory programme with the PGR and arranging regular meetings with the PGR throughout the programme of study (including any overtime period)

xiii. ensuring that, where appropriate, the PGR is aware of the LTU arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;

xiv. preparing regular reports on the PGRs progress;

xv. ensuring, in partnership with the PGR, that there are written records of formal supervisory meetings.

xvi. commenting within a reasonable time on written work submitted by the PGR;

xvii. otherwise advising generally on the research and preparation of the thesis;

xviii. alerting the DPGRS, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a PGR;

xix. reporting to the DPGRS any suspected instance of research misconduct including plagiarism;

xx. ensuring that the PGR receives written feedback on the assessment of progress, and to draw to the attention of the PGR problems when they arise, (where necessary this should be done in writing);

xxi. taking action to bring to the attention of the DPGRS any concerns about a PGRs unsatisfactory progress;

xxii. reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the PGR in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the PGR in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the PGR to act on any comments received. Any planned periods of absence by the supervisor from the LTU or UoL should be taken into account;

xxiii. keeping the DPGRS informed of any absences likely to impact upon time available for supervisory duties;

xxiv. sending forward recommendations for the appointment of Examiners to the DPGRS;

xxv. ensuring that the PGR is aware of the UoL arrangements for the examination of research degree theses and the time limits for submission and ensuring that the PGR receives appropriate guidance about the oral examination including, where requested, a "mock viva".

xxvi. reporting to the DPGRS when there has been no contact with an individual PGR or when there has been a pattern of absences which is affecting the PGRs progress or causing concern for the PGRs well-being.

xxvii. Nominating to the DPGRS, in consultation and communication with the PGR, suitable replacement supervisors where a member of the supervisory team has left the University temporarily (eg for 2 months or more) or permanently.

4.4 Change of Supervisor(s)

Change of supervision request form

Supervisory teams are set up with the intention that they will remain the same for the duration of the candidature. In some cases, however, the supervisory team appointed for a particular PGR may need to change during the period of study. Responsibility for recommending the appointment of suitable supervisor's rests with the supervisory team in liaison with the DPGRS. Routine circumstances where alternative arrangements should be put in place include:

(a) the main supervisor having research leave and is unable to continue supervision during this period;

(b) the supervisor leaving the University;

(c) the supervisor being on long-term sick or maternity leave;

(d) a change of focus in the PGRs research, requiring additional or alternative supervisory expertise.

If a supervisor is unable to supervise a PGR due to absence for a period of two months or longer, alternative supervisory arrangements must be made at the earliest opportunity by the DPGRS, liaising with the PGR to keep them informed. This is to ensure that the 10 supervisory meetings for full-time PGRs or 6 supervisory meetings for part-time PGRs required during the year take place as planned and the continuity of supervision is maintained.

In circumstances where supervisors leave UoL or LTU they must ensure that, prior to their departure, the DPGRS is notified. In this situation, the DPGRS must satisfy himself / herself that alternative and acceptable supervision arrangements are recommended to the UoL Graduate Board.

Changes to a supervisory team should be co-ordinated through the DPGRS by completing the [Change of Supervisor form](#) Following approval of the change, the revised arrangements will be communicated to the PGR and supervisory team by the Research Office (RO)

5.0 Starting the Research Student Journey

5.1 Enquiries and Admissions Process

We welcome enquiries from potential Postgraduate Researchers at any time during the academic year. Potential applicants are advised before applying to visit our website to find out more about our areas of research and make informal contact with a specific school by contacting an individual member of academic staff. Academic staff can assist potential applicants by discussing their research proposal and, if appropriate, assist the applicant to develop a proposal in preparation for the application stage. Potential supervisors are strongly encouraged to do this, although they should refrain from putting too much effort into rewriting a weak or flawed proposal. It is important that applicants should be able to accept and action advice from potential supervisors by themselves and not be overly dependent on supervisors

The Leeds Trinity Postgraduate Research admissions policy and entry requirements is available on the LTU website [Admissions Policy](#)

5.1.1 Hours of Work/Research Per Week

PGRs are expected to attend the campus on a regular basis and primarily complete their hours of research work on the campus. It is important that the research project is completed and the thesis submitted within the standard period of study (i.e. 3 years full time or 5 years part time for PhDs). Doctorates provide the preparation and training for a professional career and require the same commitment to meeting objectives and timescales for the completion of work. Full-time PGRs are therefore normally expected to work on their research project for periods of time that are comparable to a full-time job, i.e. 40 hours a week, 45 weeks per year. This does not include paid work, e.g. teaching. The expectation is that part-time research degrees require about half this commitment, 20 hours per week for 45 weeks a year, or some form of equivalent. It is inevitable that a PGR's workload will be variable during the course of the year and it should be agreed with the supervisory team. When approaching a specific deadline such as the submission of a transfer report or thesis additional hours of work will be necessary. PGRs are, as part of their workload, expected to undertake other professional activity (for instance to attend conferences), fieldwork and other research activities outside the University during the course of their studies. However, they are also encouraged to maintain a good work/life balance.

5.2 Developing the Research Proposal

Advice should be taken from the supervisory team on the selection of research to be carried out. The research must not be so large that it cannot be mastered within the standard period of study for the degree and should not be so limited that it gives insufficient scope for the necessary originality and aptitude for research that will need to be demonstrated during the period of study. PGRs should discuss their research in detail with the potential supervisory team to clarify such matters as the experimental design, methodology, research ethics and the resources needed as well as undertaking a training needs analysis.

PGRs should guard against the danger of becoming so engrossed in the detail of one aspect of the research that the wider aspects of the topic and the discipline as a whole are neglected, so losing a sense of proportion. If, as the work proceeds, a PGR contemplates a change in its scope or emphasis, they should seek the opinion of their supervisory team at an early stage.

5.3 Application and Interview

Unless otherwise advertised, the normal start dates for Doctoral and Masters research programmes will be 1st October and 1st February and 1st May each year. Applicants are advised to apply at least three months prior to the preferred start date. International applicants are advised to apply at least four months prior to the month in which they wish to start, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

The minimum entry requirements and English language requirements for research degree study are set out in the Admissions Policy full details of the process for considering applications are provided in that document.

Applications for research degrees must be made via LTU admissions admissions@leedstrinity.ac.uk.

Once an application has been submitted the admissions team will forward it to the Research Office (RO) via research@leedstrinity.ac.uk.

The RO will record the application and forward it to the Director of Postgraduate Research Studies and potential supervisors for consideration with a targeted response time of 28 days where possible. If the applicant meets the minimum requirements, the research proposal is considered viable and there is supervisory capacity available to support the project, the applicant will be invited to an interview by the RO.

Following the interview, normally within five working days, the applicant will be informed in writing via email by the DoPGRS. The outcome will be one of the following:

- a recommendation for admission.
- a recommendation that the proposal be revised and resubmitted;
- a rejection.

The chair of the interview panel, normally the Director of Postgraduate Research Studies will inform the Research Office of the outcome. The Research Office will inform Admissions of the outcome, noting that that any offers are subject to approval by the University of Leeds.

Once an applicant has been recommended for admission to a research degree the RO will send a completed UoL application form to the University for entry approval. On receipt of the formal UoL offer the RO will information admissions. Admissions will send an LTU offer letter to the applicant. When the applicant has accepted the offer Admissions will inform Student Administration who will commence the registration process.

5.4 UK Visas and Immigration

Before coming to study international students need to ensure that they have obtained the right type of visa to study in the UK, have sufficient funds to cover living costs, and passed any relevant health checks. Advice and support for international students can be accessed at; https://www.leedstrinity.ac.uk/study/international-students/

5.5 Registration and Enrolment

Registration is the process by which Leeds Trinity confirms that it holds current information about its students, their programme of study and the arrangements for the payment of their tuition fees.

New PGRs will be issued with an ID card once the registration process has been completed.

All new and continuing PGRs are required to register on their programme within four weeks of the start date of their studies, and PhD/Part time MbR thereafter every year on the anniversary of their starting date while they remain candidates for a research degree.

Student administration will contact PGRs via email in advance of their start date, to prompt them to register via the online e:Vision registration facility.

PGRs who do not complete the registration process within the required period may be withdrawn. PGRs who fail to register over a specific time period may be withdrawn from the university and, if here on a sponsored student visa will be reported to the Home Office as not having registered.

Student administration will liaise with the RO before any withdrawal process are put in place. The RO will advise student administration of any exceptional circumstances that have prevented registration and whether to withdraw a PGR.

5.5 Student Records

The student records system is maintained by Student Administration and provides staff and students with a way of accessing individual student information held on the central database. The system is used throughout the student journey, from enrolment through progression to graduation ceremony tickets. All PGRs have an

individual record on the system for the management of specific aspects of a research degree candidature (including admission, registration and award).

The student records are also used for statistical monitoring by the University and each year information is provided to the UK Higher Education Statistics Agency (HESA) relating to the University's academic staff and students. This is a national record providing statistics to the higher education funding councils, the Department of Education Northern Ireland, and the HEIs themselves. Should further details be required on the information provided by the University please consult the HESA website at: www.hesa.ac.uk/collection-notices.

5.5 Change of Name

All PGRs must register using their legal name (i.e. the name shown in a passport or other legal documentation). If a student wishes to change the name from that used when first registered with the University a Change of name form should be completed and handed in to the Research Office who will then liaise with the University of Leeds and LTU Student Administration. PGRs will need to provide appropriate supporting evidence that the new name is valid, such as a birth or marriage certificate or a deed poll when the request is submitted. International students must bring their passport. The name that will be shown on the award certificate will be the name held on the student record.

5.6 Change of Address

Any change in address must be notified to the University via **e:Vision**, International PGRs should ensure that UK Visas and Immigration are informed of any change of address and those who are required to register with the police must also keep them informed of any changes to their address.

5.7 Confirmation of attendance letters

Regular attendance at the University should be evidenced by frequent appearance and time spent in the designated PGR and general study spaces on the University campus. PGRS can then request bank, council tax or confirmation of attendance letters via student Administration records@leedstrinity.ac.uk

5.8 Council Tax

Council Tax is a tax payable on dwellings. University-owned accommodation occupied wholly by students is exempt from Council Tax. Private dwellings occupied wholly by full-time students are also exempt from Council Tax. Students who share a home (either University owned or privately owned) with non-students may need to pay a proportion of the Council Tax. Adult dependants who are not in full-time education will be liable for Council Tax but may in certain cases be able to claim Council Tax Reduction. In these cases, students should investigate the position thoroughly as it could affect their financial position. Students who are eligible for exemption from Council Tax may need a Council Tax statement from the University to make a claim. Statements (registration certificates) may be requested via student administration records@leedstrinity.ac.uk.

Postgraduate Researchers who have submitted their thesis for examination no longer qualify for Council Tax exemption under Part II of Schedule I of the Council Tax (Discount Disregards) Amendment Order 1996.

5.9 Student Identification Card

All PGRs are required to obtain a student identification (ID) card as part of the enrolment process. The ID card will be valid for the life of the programme of study.

5.10 Communication from the University

It is the responsibility of PGRs to ensure that they regularly check their University email account for communications from the University. This is the means that we will use to contact students in relation to matters such as re-enrolment, approval of suspensions or extensions of study, transfer/review processes and notifications regarding the examination process. We are not ordinarily permitted to contact PGRs through their personal email address.

5.11 Authorised Absence

An authorised absence is a short period of absence from studies, e.g. holiday or fieldwork etc (normally up to four weeks duration in addition to any period of annual leave (five weeks)) in any one calendar year authorised by the supervisor. The absence will not have any effect on the researcher's ability to meet deadlines and no lengthening of candidature will be authorised.

5.11.1 International PGRs on a sponsored student visa

Periods of authorised absence for PGRs on an International sponsored student visa must be reported to the Research Office (research@leedstrinity.ac.uk) by the supervisor(s). The Research Office will record the absence for UKVI attendance monitoring purposes.

Where the absence relates to research abroad, fieldwork or at other institutions in the UK formal supervisory contact may take place by other means (e.g. MS Teams, telephone, email). Records of the contact, e.g. copies of emails, should be kept in these circumstances and copies sent to the Research Office via research@leedstrinity.ac.uk.

5.12 Suspension of Registration

Suspension & Extension Policy

Suspension request form

A suspension of study is a period of interrupted study (of more than one month but not more than 12 months) when the Researcher leaves the programme and loses their registration status. During this time the PGR is not expected to progress their research or pay academic fees. They are not entitled to supervision and do not have access to the library or other University facilities Access to IT facilities (e.g. mail) however will remain available.

A period of suspension will not count towards the deadlines for the research degree including transfer deadline (if this has not taken place) and the maximum limit for submission of the thesis. Deadlines will therefore, be lengthened to take account of the suspension period.

Suspension <u>will not</u> normally be backdated for more than <u>one month</u>. A request for a retrospective suspension of study will only be considered in the most exceptional circumstances and where the PGR can provide a good reason for not disclosing the circumstances sooner. It is therefore essential that prompt action is taken by the PGR, Supervisor and Director of PGR Studies to formalise requests for suspensions of study.

The PGR is expected to return to study immediately after the period of suspension has ended unless an additional period of suspension has been requested. In all cases the Director of Postgraduate Research Studies should be satisfied that the PGR is able to resume study and the difficulties have been overcome. Where appropriate documentary evidence should be sought. For example when a PGR resumes study following a period of suspension due to ill-health it will be on the basis that they are medically fit to do so and satisfactory medical evidence should be provided by the PGR (eg through the provision of a fit to return to study note). In more routine cases expiration of the sick note will be sufficient.

PGRs are expected to return to their studies at the end of the period of suspension and to re-register within 4 weeks of their return. If they are unable to restart their studies and require a further suspension they should let their supervisors and the Director of Postgraduate Research Studies know immediately. Failure to keep in contact with supervisors when the period of suspension has ended may lead to losing the time available to complete their thesis/submit for transfer or presumed to have withdrawn from the University.

5.13 Extension of Registration

[Suspension & Extension policy](#)

[Extension request form](#)

An Extension of study is a lengthening of the candidature to take account of unexpected / unavoidable disruption to studies which has slowed down academic progress significantly. The PGR will not leave the programme and will continue to progress their research.

Typical reasons for extension include recovery from accident or illness, or significant personal difficulties. Requests will normally be made prior to the completion of the standard period of study and at a point when it is clear how much of the time lost has been compensated for during the standard period of study. A timetable for completion, agreed by the PGR and supervisor(s) will be required.

In very exceptional cases where the research of a PhD reveals a substantial quantity of unexpected new material during the third year of full-time study, consideration may be given by the University of Leeds Graduate Board and it is anticipated that the number approved will be small.

In case of Master by Research, the maximum period of extension permitted on academic grounds is 3 months.

5.14 Withdrawal

[Withdrawal notification form](#)

If you should find is necessary to leave Leeds Trinity University permanently before completing your studies, you should first discuss your intentions with the Director of Postgraduate Research Studies. If it is agreed that you should leave permanently you should complete a withdrawal form and return it to the Research Office via research@leedstrinity.ac.uk .

5.15 Change to Mode of Study

[Change of Mode of Study policy](#)

[Change request form](#)

The University recognises that for some PGRs, during their candidature, it may be necessary to request a change to the mode of study for which they are registered. For example, a transfer from part-time to full-time study to take advantage of any additional funding that has been secured to support the research or from full-time to part-time for health or personal reasons.

PGRs will normally only be permitted to change their mode of study with the support of their Supervisor(s) and the Director of Postgraduate Research Studies and when their programme of study permits registration on both a full-time and part-time basis.

Requests should be submitted in writing to the DoPGRS via research@leedstrinity.ac.uk

5.16 Overseas Travel

All PGRs who intend to travel abroad as part of their studies are required to;

- Read the guidance policy and regulation in overseas travel [Guidance for Overseas Travel and Work](#)
- Complete a risk assessment (included in the above document)
- Complete the [Overseas Travel and work guidance](#). All completed forms should be returned to the Research Office via research@leedstrinity.ac.uk

5.17 PGR Research Support Fund

5.17.1 Introduction

From the beginning of academic year 2022-23, all postgraduate researchers (PGR) will be able to apply, on the basis of need, for funds to support their development and training as PGRs and, where applicable, to cover consumable costs to complete their programmes of study.

5.17.2 Eligible Expenditure

Applications to the PGR Support Fund must only be made for the purpose of either:

1. training and development including conference attendance typical of that provided in the sector for all PGRs, or
2. to cover necessary consumable or other revenue costs to allow the programme of study to be completed. An itemised indicative budget for consumable and/or revenue costs must be presented by the proposed supervisory team, recommended by the Director of PGR and agreed with the Director of Finance (or nominee) prior to the student being accepted onto a PGR degree programme.

Notes:

Any ad-hoc additions to the budget will be considered on a case by case basis in line with the scale and strategic importance (based on research quality metrics) of the request.

Once accepted onto a programme of study PGRs may apply for funds for the following items of expenditure related to training and development:

- Accommodation/subsistence costs for the purpose of undertaking necessary research visits, or conference or training attendance; subject to approval of a completed application form (see below) and up to the agreed LTU rates.
- Conference attendance; subject to approval of a completed application form (see below).
- Mileage or public transport costs for the purpose of undertaking research visits, or conference or training attendance consistent with the University travel expenses policy for staff (taxis should only be used if all other modes of transport are inadequate, inappropriate, or more expensive); up to the agreed LTU rates.
- Paying external research participants for their time
- Reference materials (e.g. photographic materials, cost of accessing reference materials etc)
- Training sessions where personal attendance is required and virtual sessions are not feasible/available; subject to approval of a completed application form (see below).
- Travel costs for attendance at supervision, review meetings or examination

Notes:

Request for conference, training or research visit support totalling £300 or less can be sought through supervisors to the DoPGRS by email.

The full policy and form for expenditure in excess of £300 is available via: PGR Research support fund and application form

5.17.3 Reimbursement of Approved Expenditure

All claims must be submitted within 6 weeks of the expenses being incurred; claims made after 6 weeks may not be approved.

LTU staff please also refer to section 5.17.3.1 below.

[Expenses Claim forms](#)

PGRs are responsible for booking travel and conferences etc. themselves, with payment being made retrospectively up to the approved amount on submission of a completed expense form. Receipts must be obtained for each item purchased and a hard or scanned copy of these must be attached to the claim form (please note credit card payment slips are not acceptable, receipts or tickets are required by Finance for audit purposes). If bus/rail travel is being claimed, then copies of the tickets should be attached. Original receipts and/or tickets should be retained until the claim has been paid in case of queries. Any forms without receipts and confirmation of bank details will be returned unprocessed. Each foreign currency receipt should be accompanied by a copy of the conversion rate on the date from the website https://www1.oanda.com/fx-for-business/historical-rates or a redacted copy of the relevant bank or credit card statement to verify the conversion and any additional charge. Claims must be submitted promptly to the Research Office.

Please note that the 'authorised signatory' on this form is the Research Manager and that account and project code information will be completed by the Research Officer or Finance staff. All forms requesting reimbursements should be submitted by email to research@leedstrinity.ac.uk

Payments are made retrospectively, directly into the student's bank account. Please ensure you complete these bank details.

5.17.3.1 LTU Staff undertaking PhD study at Leeds Trinity University

- All approved expense claims must be submitted via the online finance system, paper claims are no longer accepted.

- Please liaise with the Research Office via research@leedstrinity.ac.uk to inform of the amount you are claiming and to obtain the correct budget/product codes to use for your online claim submission. Please do not use any Faculty budget codes for your claim

5.17.4 Hardship Support – Exceptionally Early Direct Payment (EEDP) of Expenses

Following representations from PGRs and in recognition of the cost of living and inflationary pressures, in exceptional circumstances direct payment of expenses may be made by LTU. This may be for equipment, travel, subsistence, training or conference expenses. Any request for an EEDP must be made by the PGR, detailing the justification for the request, to the DoPGRS or DDoPGRS. Requests should normally be for circumstances where the PGR has received approval for expenses exceeding £300; i.e., the cost threshold for the PGR support fund.

If approved by the DoPGRS or D (notified by them to research@leedstrinity.co.uk), the normal process is for RKEO staff to secure full details from the PGR, register the provider (i.e., of equipment, training or conference) as a supplier on the finance management system subject to approval by Finance. Following finance approval, RKEO staff to raise a purchase order aligned to the approved amount (email permission to be consulted and saved) to make the payment to the supplier, recording this in the normal way. This is the method preferred by Finance and should normally be used. The PGR should provide the RKEO team with a copy of the DoPGRS/DDoPGRS approval email and full details of the supplier (conference provider etc), including any website links. This process normally takes 2 to 4 weeks.

If the above is impossible, the DoPGRS, DDoPGRS or RKEO staff can request a direct payment using a Leeds Trinity University Corporate Credit Card. Card holders are the Research Manager (the normal option for this) and the Dean of Research (in case of absence of the Research Manager). Credit card details cannot be shared, so the Research Manager/Dean will normally have to make the booking/purchase (unless the PGR can do this and then send a weblink for payment to the Research Manager/Dean). A copy of the expenses approval email from the DoPGRS/DDoPGRS, full details of the goods required, cost and supplier, website or payment weblink and a contact number (for clarification of any issues) is needed for the Research Manager/Dean to progress this. They will normally arrange a mutually convenient time with the PGR to make the booking/transaction online, with the PGR available on the phone at the time of the booking to clarify any issues. Failure to provide the required documentation may result in a delay in placing the order. This process (i.e., permissions through to transaction) will normally take 2 to 3 weeks.

5.18 Induction

Attendance at induction is mandatory.

PGR inductions are held twice a year in October and February. Normally these will be on the first of the month, but they may on occasion be held later in the first week of the month (e.g. if the first day of the month falls during a weekend). Inductions are delivered mainly by the Director of Postgraduate Research Studies, Research & KE Officer and supervisors. All new PGRs should make an appointment with their main supervisor to go through these during their first week.

5.19 'Starting Your Research Degree' Course

The 'Starting Your Research Degree' course has been developed from a well-established compulsory University of Leeds course. It has been customised for use at Leeds Trinity University. Attendance is strongly recommended. The course covers:

- the research degree process;
- Copyright, your research and your thesis;
- What is expected of a postgraduate researcher?
- Looking ahead – being prepared for your PhD/MbR

It also provides a valuable opportunity to meet other new Postgraduate Researchers, check on the process of analysing training and development needs and discuss the development of a training plan.

Thereafter, LTU offers a structured programme of basic training for PGRs in Year 1; Post-Transfer; and Final Year (please see 9.2 below).

6.0 The Postgraduate Researchers' Journey

6.1 Supervision

[Supervision meeting record](#)

Full-time PGRs are entitled to a minimum of 10 formal supervision meetings a year (for part-time research students the equivalent number is 6 meetings). Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time research students (or 12 weeks for part-time).

Attendance on the programme of study, and the recording of this attendance, is a requirement of the University. Failure of the PGR to attend their programme of study, or to document supervisory meetings properly, may result in the termination of the candidature. [Attendance Monitoring Policy and protocol for implementing presumed withdrawn procedure](#)

The supervisor will maintain supervisory contact and oversight of progress towards completion of the thesis during the overtime period. It is the responsibility of the supervisor to ensure that written records of formal supervision meetings are maintained. In many cases this involves the PGR preparing draft notes of the supervision meetings for agreement with the supervisor. A signed copy of the supervision meeting must be returned to the RO via research@leedstrinity.ac.uk.

It should be noted that face-to-face interaction between PGR and supervisor(s) is essential and a telephone call cannot normally be a substitute for a meeting. Subsequent electronic communication may be used as a further support. Where research students are temporarily carrying out research abroad, on fieldwork or at other institutions in the UK formal supervisory contact may take place by other means (e.g. MS Teams, telephone, email). Records of the contact, e.g. copies of emails, should be kept in these circumstances.

6.2 Responsibilities of the Postgraduate Researcher

It is the sole responsibility of the PGR to ensure the programme of research progress as planned and in line with the agreed timescales. Throughout their research degree candidature, PGRS have the following responsibilities;

(i) to reach agreement with the supervisor on an appropriate training plan;
(ii) to carry out research effectively, to attend LTU (and where appropriate, the UoL), to present work regularly and to an adequate standard in an

appropriate form and against an agreed timescale taking into account any holiday entitlement;

(iii)   to prepare issues they wish to discuss at supervision meetings and to seek out the supervisor as problems arise;

(iv)   to agree to a supervisory programme, to maintain regular contact with their supervisor(s) and to attend for formal supervision meetings throughout the programme of study (including the overtime period);

(v)   ensuring, in partnership with the supervisor, that there are written records of formal supervision meetings;

(vi)   to submit, when requested, regular written summaries of overall progress to their supervisors or, where appropriate, DPGRS or Dean of Faculty;

(vii)   to comply with normal working arrangements in the LTU Faculty;

(viii)   to discuss with their supervisor whether any teaching or other work undertaken will adversely affect the time available for the conduct of the research and make appropriate arrangements;

(ix)   to comply with Health and Safety requirements;

(x)   to comply with any ethical requirements or appropriate Research Governance;

(xi)   to comply with the [LTU Data Management and Information Security policies](#);

(xii)   to take measures to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor;

(xiii)   to be familiar with the regulations and procedures of the UoL and LTU relevant to research degree candidatures and to comply with them;

(xiv)   to ensure that they complete registration and make payment of fees at the appropriate times;

(xv)   to make use of relevant facilities provided by the UoL and LTU and abide by the regulations specified for the use of these facilities;

(xvi)   to assist the UoL and LTU in keeping their personal record up to date by cooperating fully with administrative procedures;

(xvii)   to promptly draw to the attention of the supervisor or DPGRS when there is a situation where it may be necessary to request a suspension or extension of study. If appropriate, documentary evidence should be provided (e.g. medical certificate);

(xviii)   to consult with the DPGRS or appropriate senior member of staff within the Faculty, in confidence, if they have serious concerns about the PGR/supervisor relationship;

(xix)   to discuss with the supervisor, in good time where possible, should they wish to be away from their research activity for a substantial period (e.g. in the case of a full-time PGR for more than five working days);

(xx)   to make available to the supervisor for comment, within an agreed timescale, the whole of the draft thesis prior to submission;

PGRs are encouraged to maintain Personal Development Plans.

The requirement at LTU is that a full-time PGR will have a minimum of 10 supervision meetings a year. The relevant number for part-time PGRs is 6 a year., as a minimum we would expect that face-to-face in person contact occurs on at least a bimonthly basis, save for in exceptional circumstances – the reason for which should be documented in the supervision meeting notes. When PGRs are abroad or at other institutions in the UK formal supervisory contact may take place by other means (e.g. telephone, video conferencing, Voice over Internet Protocol (VoIP) (e.g. MS Teams), (email). Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time PGRs (or 12 weeks for part-time PGRs). During periods of fieldwork, when it may not be possible to hold regular supervision meetings or where the location of the PGR does not allow for supervisory meetings to continue, it is accepted that gaps between meetings of more than 8 weeks to occur (or 12 weeks for part-time PGRs). Notes must be kept of all formal supervision meetings.

In order to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study. Full-time PGRs will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 6 a year). The meetings must be recorded and may take place in a variety of forms (for example in face-to-face meetings when the PGR is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (e.g. MS teams) or email where appropriate). It is the responsibility of the candidate to initiate these meetings and to provide the supervisor(s) with written drafts of the thesis for comment by the supervisor within an agreed timescale.

6.3 Initial Meeting with Your Supervisor(s)

The initial meeting with your supervisor(s) is particularly important in establishing the framework for your research degree candidature. The following areas will be covered in this meeting;

- The exchange of supervisor(s) / PGR contact details;
- The roles and responsibilities of the supervisor and the PGR;
- Drawing up a working title for the research project;
- Setting out the boundaries and expectations of the candidature, including a discussion on attendance, working hours (including any external work and / or teaching commitments;
- Discussion of your skills audit and training needs, and the training available to you;
- Preliminary discussion of any ethical issues relevant to your research;
- Setting up provisional dates, times, venues for meetings etc;
- Drawing up a provisional timetable for work;
- Outlining how feedback will be provided;
- Outlining the procedures to address any difficulties.

- Identifying if a learning support plan (LSP) and any reasonable adjustments are required to meet additional learning needs the PGR may have, If so, the PGR should contact LTU's Dyslexia and Disability coordinators, Dr Stephen Campbell (s.campbell@leedstrinity.ac.uk) to arrange a meeting (supervisors welcome to join).

6.4 Attendance Monitoring

Postgraduate Researchers are required to maintain regular contact with their supervisor(s) and attend for formal supervision. In addition, PGRs will need to attend appropriate training courses, personal development programmes and research seminars in consultation with their supervisor(s). Persistent neglect of work and failure to make progress and/or achieve a satisfactory academic standard may result in a research student being required to withdraw from the University. Please refer to the Attendance Monitoring Guidelines for further information.

6.4.1 International PGRs on a Sponsored student visa

Unless on an approved suspension of studies, where there has been no contact with supervisors or the Research & Knowledge Office for 6 weeks but no more than 8 weeks the presumed withdrawn procedure will automatically be implemented and the absence reported to UKVI.

PGR attendance monitoring policy - protocol for implementing the presumed withdrawn procedure

6.5 Progression

There are clearly defined procedures for monitoring and reporting on a PGRs progress. The progress of the research student in acquiring sufficient expertise in generic and subject/professional skills will be monitored regularly through review reports as well as in the transfer process.

The formal assessment points are:

- First formal review (all PGRs);
- Transfer assessment (provisional PhD students only – see below);
- Annual reviews (all PGRs).

At an early stage in their candidature research students should make themselves aware of the PhD and MbR Learning outcomes for award of the research degree programme for which they are registered. These are the criteria that will be used by the examiners when examining the thesis at the final examination stage. The progress made by a research student towards meeting the learning outcomes will be assessed at the transfer stage and during annual reviews.

6.6 Review Meetings

PGR Progress review forms

The first formal review meeting will be held shortly after the end of the sixth month for new full-time research students (or shortly after the end of the ninth month for

new part-time research students). Annual reviews will take place at twelve-month intervals after the first review meeting for Part time Masters by Research and at twelve-month intervals after the transfer for PhD students.

The PGR must provide the following documentation, with relevant input from the main supervisor, for each review meeting:

i. A piece of **written work** that presents an opportunity to assess academic progress without detracting from completion of the research and thesis writing. The content of the written work is to be agreed between the supervisor and the PGR in accordance with any School requirements and should be appropriate to the point the PGR has reached in their candidature;

ii. A **reflection on progress to date**, this might include completed chapters / laboratory work and conference attendance;

iii. A **plan for completion of the research and the thesis** within the remaining period of study (e.g. Gantt chart);

Completed/updated [Training Plan Template](#)

The PGR has the opportunity to comment on any issues, which may have adversely affected their progress in the *Progress Report for Review*.

6.7 Composition of the Review Panel

All review meetings must include the PGR, main supervisor (and co-supervisors if available)

6.8 Report of the Review Panel

RDSC will consider reports as reserved business and appropriate steps will be taken where issues are identified. Once a report has been approved by RDSC, the Research Officer (and Secretary to the RDSC) will advise the PGR (copied to supervisors and Director of Postgraduate Research Studies). In the event that RDSC requires the report to be amended before it can be approved, a copy of the final approved version will also be sent to the PGR and supervisory team.

6.9 PGR Progress Support Policy

Where there are concerns about poor course participation and unsatisfactory academic performance by a PGR the [PGR Progress Support Policy](#) will be used to try to resolve those concerns. This process will investigate the PGR's ability to continue with, and successfully complete, their research degree within the remaining period of study. The PGR Progress Support Policy may be instigated at any stage in a research degree (both before and after the transfer stage and during the overtime period). Full details of the process involved, and the actions expected are contained in the *PGR Progress Support Policy*

6.10 Transfer Assessment

All doctoral PGRs are initially registered as provisional doctoral researchers and are subject to a formal transfer assessment process within a specified timescale. Full-

time PGRs are required to complete the whole transfer process, including the oral examination and any potential revisions to the transfer report, within 12 months of their start date (24 months for part time students).

If successful in this assessment, the PGR is transferred to a specific degree category after the initial provisional stage. Masters by Research are not required to undergo a transfer assessment, however, progress should be reviewed on an annual basis, after the first formal progress review, in the same way as for PhD students.

The assessment at the transfer stage is intended to identify whether the individual PGR and the research project have the potential for research at doctoral level and also to assess whether completion of a thesis within the standard period of study for the programme concerned is a reasonable expectation. It will also consider whether the PGR has made satisfactory progress with the agreed training plan.

Practice-led research degree PGRs should also refer to the additional requirements for transfer assessment as outlined in Code of Practice for Research Degree Candidatures

The Independent Assessor(s) are chosen by supervisors and should be a member of the academic staff of either Leeds Trinity University or the University of Leeds who is not directly involved in the PGR's research supervision or mentorship. Nominations are subject to approval by the DoPGRS/Deputy DoPGRS.

The Assessor's name and the date of the transfer viva should be set prior to the PGR submitting the transfer report and notified to the Research Office via research@leedstrinity.ac.uk. It is the supervisor's responsibility to arrange the date and time of the transfer, once a date and time is agreed the supervisor should inform the Research Office who will arrange the venue and inform the PGR of the date, time and location.

Transfer Assessment Process

6.11 Progress Report: Pre-transfer Stage

A Progress report pre transfer stage form should be completed by the PGR and supervisory team immediately prior to the transfer stage and this will be considered by the Transfer Assessment Panel. The report requires an assessment of the progress by the PGR progress against the training plan and an assessment of English language ability in addition to ethical and data storage requirements. The PGR will complete their section of the form first and then pass it to the main supervisor. It is expected that the main supervisor will normally complete the form on behalf of the supervisory team.

6.12 Transfer Submission Requirements

Transfer submissions should normally be submitted within 10 months (22 months for part- time students) and as a minimum would normally include:

i.   A **progress report**, covering work carried out to date, a description of their key research question and how this has been refined, and a proposal of how the research and thesis will be completed;

ii. A planned **schedule for completion of the thesis** (for example using a Gantt chart) within the standard period of study (three years full-time, six years part-time, or five years part-time study in the case of Provisional PhD students on UoL research degrees.);

iii. A [Transfer statement of academic integrity](#)

iv. A **Transfer report** of around 10,000 words, which should as a minimum, contain the following elements;

- Outline of the proposed research project, identifying clearly the proposed title, the main research questions and sub questions;
- A discussion of the methodology to be employed to answer the research question, including reference to the sources to be used, the potential problems inherent in these resources, and the way the research process will be designed to overcome them.
- A critical analysis of the proposed research and indicating how it is hoped it will contribute to existing debates or understandings.
- A brief schedule, identifying how it is proposed the work will be undertaken and completed;
- A sample of writing which draws on initial research activities and demonstrates the PGR's ability to present research findings and draw appropriate conclusions from them.
- A bibliography of resources to be used for the research.
- An appendix containing any other relevant materials (eg questionnaires, ethical approvals)

Where appropriate, and necessary to give the Transfer panel a sufficient view of the nature, scope and practicality of the project, and the PGR's ability to undertaken it, additional materials might be added by the PGR to these minimum requirements. This may include a short presentation by the PGR (eg PowerPoint).

iv. If the PGR is pursuing a **practice-led research project** then the submission must include **evidence of creative practice** which, depending upon the nature of the practice, might be a creative writing component, the staging of an exhibition of visual work, a live performance, or the documentation of creative practice/performance in a retainable form. This should be accompanied by a **sole-authored written piece of at least 5,000 words** that critically reviews, analyses and/or contextualises the practice (work that has been co-authored is not permissible for transfer assessment purposes);

v. Evidence of ethical approval (for example final approval letter) or evidence of adequate progress towards ethics approval

vi. **Training Plan** and record of training undertaken;

vii. **Reports on the student's progress** from the supervisor(s) (the first formal progress and transfer stage reports).

PGRs will be assessed by the Transfer Assessment Panel, in the form of an oral examination. It is important that the prescribed time limits for transfer decisions are adhered to. It is expected that PGRs will be present at Leeds Trinity for their transfer

assessment. This equally applies to any second or repeat transfer assessment should one be required.

6.13 Composition of the Transfer Assessment Panel

Transfer Assessment Panel will consist of an Independent Assessor and Chairperson. The Chairperson will normally be the Director of Postgraduate Research Studies.

In exceptional cases, consideration may be given by RDSC for the use of an external assessor on the Transfer Assessment Panel. Such cases might, for example, include situations where it is not possible to identify a member of staff who has relevant expertise and who is unconnected with the supervision of the PGR.

In sending forward recommendations for the appointment of an External Assessor, Schools will be required to provide the following information for consideration: details of the current employment of the proposed assessor (the normal expectation is that they will be senior members of the academic staff of a UK HEI). Where an External Assessor is approved for appointment, the School Research Lead is responsible for ensuring that the Assessor is fully briefed upon the regulations and procedures for research degrees. It is **not possible** for the same individual to act as the External Assessor at transfer stage and as the External Examiner for the final examination of the student.

6.14 Joint Report of the Transfer Panel

Following the transfer assessment meeting the Chair of the Transfer Assessment Panel will complete the [Joint Report of the Transfer Panel](#) on behalf of the panel **within 10 working days of the meeting**. This report will be signed by all members of the panel and forwarded to the Research Office (research@leedstrinity.ac.uk) . The Research Office will then submit the report to the DoPGRS or nominee for approval. Once the report has been approved the RO will inform the PGR, UoL, supervisors and student administration of the outcome.

6.15 Transfer Deadlines

PGRs are required to complete the transfer assessment process according to the following deadlines:

Method of Study	Degree	Transfer interview to be held and decision taken	Maximum period after deferral of decision
Full-time	Postgraduate Research or Provisional PhD	within the first 12 months of commencement	18 months from the date of commencement of study
Part-time	Postgraduate Research or Provisional PhD	within the first 24 months of commencement	30 months from the date of commencement of study

6.16 Postponement of the Decision on Transfer

In exceptional cases, and subject to prior approval, transfer decisions may be deferred by up to six months. A case for a postponement of the transfer decision would have to be made on academic grounds to the UoL via the RO.

6.17 Recommendation Following Transfer

The recommendations that may be made by Transfer Assessment Panels are:

- transfer to full PhD registration;
- transfer to MPhil registration:
- on the first occasion only, and provided that the University's prescribed time limit allows, deferral of a decision about transfer for a limited period to permit the work to be revised and then reassessed. If a transfer decision is deferred, a final decision must be made with 18 months of the start date (30 months for part time PGRS). Programme completion dates do not change where a decision to defer a transfer is made.
- a decision that the PGR withdraw from the research degree.

Transfer Assessment Panel reports and recommendations will be considered and approved by the DoPGRS or nominee. In all cases, the PGR will receive a copy of the decision made by the Transfer Assessment Panel from the RO.

The transfer assessment report will provide the following information:

a) whether the student should now be registered for the degree of PhD;
b) the names of the members of the supervisory team;
c) the draft title of the thesis;
d) confirmation that the PGR has made satisfactory progress on the agreed training plan, appropriate ethical review arrangements are in place and that data storage and safeguarding issues have been addressed;
e) any other factors which the supervisor(s) wish to draw attention to.

In addition, for PGRs registered on practice-led programmes:

a) details of the work that will contribute to their final submission.

6.18 Deferral of the Decision on Transfer

The Transfer Assessment Panel may, on academic grounds, recommend a deferral of the transfer decision to the DoPGRS or nominee via the RO (research@leedstrinity.ac.uk) . The time limit for any deferral after a transfer interview for a full-time PhD student cannot exceed 18 months and cannot exceed 30 months for a part-time PhD from the commencement of study. If the DoPGRS or nominee is unable to recommend that the PGR should proceed to the PhD within the time limit allowed, then the PGR must withdraw.

Where there are concerns about poor course participation and unsatisfactory academic performance by a research student the PGR Progress Support Policy should be used.

PGR Progress Support Policy

6.19 Monitoring of Progress

The Research Office will maintain a comprehensive record of the PGRs candidature, including notes of supervision meetings, reports, the agreed training plan and records and other information (for example, medical certificates) which have a bearing on the PGRs progress. These records will be maintained in accordance with GDPR. PGRs progress is reported to and monitored by the Research Degrees Sub Committee.

6.20 Completion of Research Degrees

The University expects that theses will be submitted within the standard period of study prescribed for each research degree programme. Supervisor(s) are responsible for ensuring that research topics or projects are suitable in length and scope for the relevant period of study and that they do not become over extended or too ambitious for completion within the standard period of study.

PGRs must maintain regular contact with their supervisory team and advise their supervisors if the project appears to be developing serious academic deficiencies, may not be capable of completion within the required time, or they are not being provided with sufficient technical or resource support. If at any stage they feel supervision has become inadequate, this should be drawn to the attention of the Director of Postgraduate Research Study.

The PGR Progress Support Policy *will* be used where a supervisory team has any misgivings about the continued suitability of a PGR for the research degree.

6.20.1 PhD

Doctoral PGRs should aim to submit their PhD theses within the standard period of study. The regulations require submission before the end of the maximum period of registration.(see section 6.23)

6.20.2 Masters by Research

Masters by Research PGRs are expected to complete their research work and submit the thesis within 12 months of full-time study (or 24 months of part-time study). With these deadlines, it is very important that the work is clearly focused and a disciplined approach to the project is adopted. The research project should be clearly defined and planned before the student commences study. Any PGR wishing to proceed to PhD study must complete and submit their Masters thesis (this includes having undertaken the Viva, made any corrections required, resubmitted the thesis and for it to have been signed off by the examiners) before commencing study for a PhD degree.

6.21 Importance of Completing the Thesis before Commencing Employment

The University has clear regulations regarding the maximum period of registration for the submission of research degree theses. PGRs can often fail to appreciate the difficulty of completing their work within the period required. If a PGR leaves the University for reasons of employment during the candidature, the chances of submitting satisfactorily are significantly reduced. It is, therefore, most important that PGRs are aware of the difficulties of completing and submitting their work if they propose such a course of action.

6.22 Periods of Study: Standard, Maximum and Minimum

The standard period of study is the typical time between initial registration and submission of the thesis for a specified research degree programme. All PGRs are reminded that the thesis submitted for examination should represent research that may reasonably be expected of a capable and diligent student during the standard period of study and that, in normal circumstances, the thesis should be completed within that period.

The maximum period of registration is the time limit for submission of the thesis for the specified research degree programme.

The following tables indicate the standard, maximum and minimum periods of study for research degree programmes:

Degree	Mode of Study	Minimum Period of Registration	Standard Period of Study	Normal Maximum Period of Registration
PhD	Full-time	2 years	3 years	4 years
PhD	Part-time	3 years	5 years	7 years
PhD	Part-time	2 years	4 years	6 years
MA/MSc by research	Full-time	1 year	1 year	1 year
MA/MSc by research	Part-time	2 years	2 years	2 years

Periods of study are calculated in whole months from the first of the month.

6.23 Submission and Examination

At least three months before the submission of the thesis PGRs must enter for examination by completing the University of Leeds Examination Entry Form and giving it to your supervisor. You are advised to start thinking about the Examination Entry Form and discuss examination arrangements with your supervisor well in

advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

PGRs are *solely* responsible for the decision to submit their work for examination.

However, you should always seek advice from your supervisor(s) before submission.

You are strongly recommended not to submit against the advice of the supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded.

You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission.

PGRs are asked to note that the costs associated with preparing a thesis are *not* covered by academic fees.

The guide to the thesis examination process and examination Entry form are available via the Postgraduate Researcher and PGR Supervisors MS Teams Channel;

Guide to the thesis examination process

Video Streaming Policy

Examination entry form for PhD and MbR

Examination entry form for Practice Led only

PGRs may be asked by supervisors for their views on individuals who might act as Examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the postgraduate research tutor. The final decision about the appointment of Examiners is made by the University of Leeds Graduate Board's Examinations Group.

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

The University of Leeds Graduate Board is clear that no PGR should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted.

You must use your registered name with the University on the thesis and this must be presented, in full, on the title page of your thesis, including any and all middle names which are held in Leeds Trinity University's records.

6.24 Thesis Presentation

Please also refer to section 5.0 of the guide to the thesis examination process

6.24.1 PhD non-Practice Led

To qualify for the award of the degree of Doctor of Philosophy each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

a) presenting a thesis – *written in English* – (100,000 words maximum) on the subject of his/her research which interprets and communicates knowledge in their discipline and contains material at a level suitable for publication in accordance with the requirements of the relevant prescribed programme of study, and

b) presenting themselves for oral examination and other such tests as the examiners may prescribe.

6.24.2 Practice-Led Research Degrees

For Doctor of Philosophy by practice each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

a) a body of work demonstrating an independent contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation,

b) a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 15,000-50,000 words, and

c) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

The Practice-led Research Degree Exam Entry Form must be completed and returned to the Research Office via research@leedstrinity.ac.uk a minimum of 3 months prior to the date of the first level practice (where Examiners are required to view live practice). Where there is no examined live practice event, then the form must be returned a minimum of 3 months prior to the expected submission date of the thesis.

6.24.3 Masters by Research

To qualify for the award of a Master's degree by research a candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

(a) presenting a thesis – written in English – (30,000 words maximum) on the subject of his/her research which *interprets and communicates knowledge in their discipline* and *contains material at a level suitable for publication* in accordance with the requirements of the relevant prescribed programme of study, and

(b) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

At least three months before the submission of the thesis you must enter for examination by completing the University of Leeds Examination Entry Form and giving it to your supervisor. You are advised to start thinking about the Examination Entry Form and discuss examination arrangements with your supervisor well in advance of this deadline, as it may take time to find suitable examiners who are available to examine your thesis.

6.25 Submission of Thesis

Submission should be made via a PDF attachment and sent to rp_examinations@adm.leeds.ac.uk.. You should include a Thesis submission receipt which includes a Statement of Academic Integrity which you must sign. [Thesis submission receipt](#)

PGRs registered for a practice-led research degree must also consult the [Practice-led protocol 11.0 Annex](#). This sets out information relating to the submission and assessment of practice-led research degrees including the assessment of any live practice and the recording and format of the submission.

Your thesis will be sent out to your Examiners normally within 2 working days providing that your thesis meets the University of Leeds's requirements and your examination entry form has been approved by the University of Leeds Graduate Board's Examinations Group. Postgraduate and Research Operations will send you an email to your Leeds Trinity University email account to confirm that your thesis has been sent out and will include advice about the next stages of the process. Your internal examiner is responsible for making the arrangements for the oral examination.

PGRs are solely responsible for the decision to submit their work for examination and for the thesis which is submitted. You must check the copies of your thesis thoroughly before you submit them for examination. Once you have submitted your thesis you cannot subsequently change or amend it, even if you spot issues with the presentation or printing or if you find that you mistakenly submitted a draft version. Substitute version of theses, additional pages or supplementary material cannot be accepted after submission of the thesis and these must not be sent directly to the examiners. This applies in all cases, irrespective of whether the thesis was submitted for examination before the maximum time limit for submission.

All PGRs awaiting examination are permitted to use the University facilities for a period of up to 6 months from the date of submission without charge. This will ensure that PGRs are able to make use of University facilities whilst preparing for the examination and also for a short period afterwards when some students are required to make corrections to the thesis. It will also assist with preparation of papers for publication.

Checklist for the submission of the thesis for examination

- A PDF eThesis (1 copy only),
- A completed Thesis Submission Receipt (Statement of Academic Integrity),

- PDF copies of any solely or jointly authored publications,

6.25.1 Practice Led Research Degrees

Where the final submission comprises of practice for assessment in addition to the written thesis, all assessed (and associated) documentation must be presented for examination.

All practice for assessment must be recorded in an appropriate format as a permanent record, which complies with archiving requirements set out by the University of Leeds Library. This includes any live practice that has been assessed.

The record of practice will normally be submitted for examination in the form of digital media. In cases where an alternative format is essential to the objectives of the research this must be agreed between the supervisor(s) and the Leeds Trinity Director of Postgraduate Research Studies who will then seek the agreement of the University of Leeds Graduate Board.

One copy of the following documents must be submitted to the University of Leeds Postgraduate Research and Operations office prior to examination:

- The documentation PDF version (written submission and all other submitted material) should be submitted.
- A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes;
- A table of contents
- A completed Thesis Submission Receipt (Statement of Academic Integrity)

PGRs are reminded that appropriate permissions must be obtained from other people involved in the performance and recording of live practice and that they must comply with Leeds Trinity University's ethical procedures and legal requirements of the Data Protection Act.

6.26 Oral Examination Arrangements

All PGRs are required to submit for an oral examination also known as a *viva*. The oral examination is an important part of the examination process. The purpose of the oral examination is to ensure that the work submitted for examination reaches the University of Leeds standards for the degree, that you have written the work submitted and that you understand the work you have submitted. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied. Where the evidence in the thesis is not compelling, the Examiners may use the oral examination to encourage you to provide convincing evidence that the stated criteria can be met.

The University of Leeds does not have specific regulations regarding the length of the oral examination or what should be discussed except that the thesis should be discussed with you. Some Examiners will also wish to satisfy themselves of your general level of understanding of the subject area.

Additional tests may also be set by the Examiners. For example, one purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the examiners at the start of the oral examination.

Should PGRs have any reasonable adjustments in place or a learning support plan (LSP established at the start of the candidature through the Dyslexia and Disability coordinator) to support any additional learning needs these arrangements will be made for the viva by the internal examiner and communicated to the external examiner ahead of time. You and your supervisors may be consulted in advance of the viva should there be any specific questions relating to how to implement your LSP in time for the viva.

You may invite one of your supervisors to attend the oral examination as an observer. Your supervisor may only attend with your prior permission and must respect your wishes on this matter. If attending as an observer, your supervisor may not participate in the oral examination and takes no part in the academic judgement and the decision making process. S/he must leave the room after the oral examination along with you so the examiners can discuss their recommendation. The examiners may ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the oral examination.

If you have more than one supervisor, only one supervisor is permitted to attend the oral examination. If they are not going to be present as an observer the supervisor is required to be available for consultation if necessary. PGRs can request the viva is recorded for reference to inform any requested correction to their thesis. This recording should be destroyed subsequently in line with GDPR, or edited to reflect our guidance notes.

6.27 Oral Examination Attendance

The candidate is required to attend in person for the oral examination. It is expected that you will present for the oral examination which will normally be scheduled within 3 months of dispatch of the thesis to the Examiners.

Candidates must make all reasonable efforts to attend for the oral examination in this period, for example making appropriate leave arrangements if in employment and visa/travel arrangements if travelling from elsewhere. Should exceptional circumstances arise which might prevent you from attending for the oral examination in this period please contact the Director of Postgraduate Research Studies at the earliest opportunity.

No award of a research degree can be considered unless the oral examination is completed. If circumstances arise which prevent you from attending your oral examination you must provide a valid reason supported by documentary evidence (for example a medical note in the case of illness). Cases will be considered by the University of Leeds Graduate Board's Examinations Group. If you are able to provide a substantiated valid reason for your unavailability/absence permission may be given to delay, postpone or reschedule an oral examination. However, if you are unable to provide a substantiated valid reason, this may result in you being withdrawn from the University with no further opportunity to complete the oral examination.

No PGR will normally be granted a period of postponement to the oral examination of more than 12 months from the date the thesis is sent out to the examiners.

6.28 Examination Results

Following examination, the examiners will be asked to make one of the following recommendations:

(a) Pass with Distinction (MbR only):
(b) MbR degrees may be awarded with distinction; this is not possible with other degrees. However, where examiners identify doctoral candidates who have submitted an excellent thesis a recommendation can be made by the examiners for a letter recognising this outstanding achievement from the Dean of the Leeds Doctoral College.
(c) The degree be awarded (without corrections)
(d) That the degree be awarded subject to editorial and presentational corrections
(e) The degree be awarded subject to the correction of minor deficiencies.
(f) The thesis be referred for resubmission
(g) That no research degree be awarded

The recommendation of the examiners is subject to confirmation by the University of Leeds Graduate Board's Examinations Group which will consider the examiners' report.

6.28.1 Award without corrections

An award without corrections means that you have met the learning outcomes, and the thesis satisfies the requirements for award and does not require any alterations.

The University has withdrawn the requirement to submit a hard bound copy of your final, corrected thesis for the award of your degree. You only need to upload a PDF copy of your thesis to White Rose eTheses Online.

6.28.2 Pass (subject to the correction of 'editorial and presentational corrections' or 'minor deficiencies')

An award subject to editorial and presentational corrections means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain minor editorial errors (e.g. trivial errors, typographical errors, simple mistakes of fact or the insertion of headings or other 'signpost' material for the sake of clarity).

Your examiners will advise you of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from PGR&O.

Your corrections must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination. When your internal examiner has

approved your corrections you must then submit your hard bound thesis and upload a copy of your pdf 'eThesis' format within 1 month of your internal examiner approving your corrections. Please see sections 8 and 9 of this Guide for further advice on final thesis submission.

6.28.3 Award subject to minor deficiencies

An award subject to minor deficiencies means that you have met the learning outcomes for the programme, and the thesis satisfies the requirements for the award of the degree but is found to contain deficiencies which are genuinely minor in nature (e.g. rewriting of sections, correcting calculations or clarifying arguments and the correction of minor typographical errors).

Your internal examiner will advise you in writing (normally within 1 working day of the viva) of the corrections that are needed to your thesis and you should begin work on these immediately. You will not receive these details from the Research Office or the UoL Doctoral College. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the oral examination. When your internal examiner has approved your corrections the RO will then email you with details of how upload a copy of your pdf 'eThesis' format. This must be done within 1 month of your internal examiner approving your corrections and notification from the RO.

6.28.4 Referral for resubmission

The decision to "refer" a thesis is normally interpreted as signifying that, although the thesis is potentially of a standard to merit the award of the degree concerned it does not, at this stage, satisfy the requirements for award and certain sections and/or aspects of the thesis are in need of alteration and improvement and a re-examination of the work will be required. It is expected that the candidate will be able to complete the alterations within a reasonable time. A thesis may also be referred in circumstances where the PGR does not completely satisfy the examiners through their performance at the oral examination that the award of the degree is justified at this stage.

You will be required to revise your thesis, which may entail further research or any other activity required by the examiners, and resubmit this for re-examination. The examiners will prepare "Notes for Guidance" which will set out what needs to be done in order for the thesis to reach the standards required for the award of the degree. The examiners' report and their notes for guidance will be issued to you by PGR&O after approval by the Examinations Group with a letter describing how to resubmit for re-examination.

6.28.5 Resubmission

The resubmitted thesis is subject to the same process as the first examination and both the Internal and External Examiners will examine the resubmitted thesis. Alongside the resubmitted thesis, PGR's are required to supply a summary of how their revised thesis has responded to changes required by the examiners in the notes for guidance.

Referred PGRs will be sent a letter describing how to submit for re-examination and details of how to pay the fees for resubmission. The resubmission fee is payable once the resubmitted thesis is sent for examination. PGR's must not send their resubmission direct to the examiners.

A second referral is not possible, and the PGRs will either pass (subject in some cases to the correction of editorial and presentational or minor deficiencies) or fail when the examiners consider the revised submission. Examiners may hold a second oral examination if they deem it appropriate.

6.28.6 Notes for Guidance

The examiners are required to prepare *Notes for Guidance* which are submitted simultaneously with the *Examiners' Report* for approval by the University of Leeds Graduate Board's Examinations Group.

The *Notes for Guidance* will be issued to the student by Postgraduate and Research Operations along with a copy of the Examiners' report after scrutiny by the Examinations Group. In some cases the Examinations Group may request additional information or clarification of the *Notes for Guidance* from the Examiners to ensure that these are clear and unambiguous. Students will be kept informed where this is the case. The *Notes for Guidance* will indicate the necessary and sufficient conditions which, if complied with by the student and providing the thesis as a whole is satisfactory, will lead to a recommendation by the examiners that the degree be awarded. However, the detail given in the notes should not stifle the initiative which the student should demonstrate at this level. The notes are to assist the student in the process of revision and resubmission of the thesis but may not necessarily include specific editorial comment.

7.0 Overview of the PGR Journey and Key Processes

Note signed copies of all supervisory meetings, training plans, progress and annual review forms must be returned by the supervisor(s) to the Research Office via research@leedstrinity.ac.uk

Year One	Programme	Details
Pre arrival	PhD & MbR	Registration and enrolment (see section 6.6)
On arrival	PhD & MbR	Welcome and Induction (see section 6.16)
1 week	PhD & MbR	Initial supervisory meeting to agree the ground rules for supervision and PGR activity (see section 7.3)
1 Month FT 2 months PT	PhD & MbR	Complete training needs analysis and produce training and development plan. PGRs and Supervisors should consult the latest PGR Training Schedule when drawing up the training and development plan.

3-6 months FT 6-9 months PT	PhD & MbR	Obtain ethical approval
9 Months FT	MbR only	Submit examination entry form (see section 7.21)
12 Months FT	MbR	Deadline for submission of thesis for examination (see section 7.23)
Year 2	**Programme**	**Details**
12 Months	PhD & PT MbR	Re-register
24 Months	PhD PT	Transfer Assessment Panel (see section 7.9)
24 Months (PT)	PhD & MbR	Annual Review (see section 7.6)
Year 3	**Programme**	**Details**
24 Months	PhD & PT MbR	Re-register
33 Months	PhD FT	Submit examination entry form (see section 7.21)
36 Months	PhD FT	Submit thesis for examination – (see section 7.23)
36 Months	PhD PT	Annual Review (see section 7.6)
Year 4 PT PhD	**Programme**	**Details**
36 Months	PhD	Re-register
48 Months	PhD	Annual Review
36 Months	PhD	Annual Review (see section 7.6)
Year 5 PT PhD	**Programme**	**Details**
48 Months	PhD	Re-register
57 Months	PhD	Submit exam entry form
60 Months	PhD	Submit thesis for examination

7.1 Checklist and important information

Action	Details

PGR key process Timeline document *Circulated on receipt of UoL offer letter by RO*	On receipt of the formal UoL offer letter the Supervisory team will each be sent, via email by the RO, a document detailing the PGRs study details and key deadline dates. Queries should be directed to research@leedstrinity.ac.uk
Supervisor meetings *PhD & MbR students* *Initial meeting should take place in first week* *Supervision meeting record*	FT PGRs must have a minimum of 10 meetings per academic year PT PGRs must have a minimum of 6 meetings per academic year Completed and signed records of supervision meetings must be submitted by the supervisor to the RO via email on the appropriate form. research@leedstrinity.ac.uk **Note: meeting records should be returned directly via email from supervisors and not from PGRs**
Training Plan *PhD & MbR students* *To be completed one month from start date* *Training Plan*	A training needs analysis for PhD & MbR students should be completed in the first month of study. The completed Training Plan form should be returned via email to the RO: research@leedstrinity.ac.uk **Note: the completed form should be returned via email by supervisors and not the PGRs**
First formal progress report *PhD & MbR Students* *First Formal Progress Review*	To be completed before the completion of: FT - 6 months PT – 9 months. Completed forms should be returned to the RO via email: research@leedstrinity.ac.uk **Note: meeting records should be returned directly via email by supervisors and not the PGR**
Ethical Approval *PhD & MbR students* https://www.leedstrinity.ac.uk/about/public-information/research/	All PGRs should complete the self-assessment form. PhD FT: 3-6 months from start PhD PT: 6–12 months from start MbR FT: 3 months from start MbR PT: 6 months from start

	All PGRs are required to submit a self-assessment form and if required a full application
Transfer Assessment Panel *PhD students only* *Transfer Assessment Guidance* *Post transfer Annual Review Guidance* *Transfer panel report* *Transfer statement of academic integrity*	Assessment for transfer will normally take place within 12 months following registration for FT and 24 months for PT. Candidates will be given confirmation of the date of the Transfer Panel at least two weeks in advance. **Note:** - Independent Assessor(s) are nominated by Supervisors and should be a member of the academic staff of either LTU or UoL who is not directly involved in the PGRs research supervisor or mentorship; - The assessor(s) name and the date of the transfer viva should be set prior to the student submitting the transfer report and notified to the Research Office via email to; research@leedstrinity.ac.uk - **Note:** It is the **supervisors** responsibility to arrange the date and time of the transfer, the panel members and inform the RO of the details. The RO will book a room and send out outlook meeting requests to the panel and circulate the documentation.
Annual progress review *PhD & PT MbR* Annual Review PhD Post Transfer MbR PT	Review meetings should take place each year on or before the anniversary of the start of the PGRs studies. For PhD PGRs this review happens in years subsequent to transfer. The completed form should be returned following the review by the supervisor to the RO via email research@leedstrinity.ac.uk **Note: meeting records should be returned directly via email by supervisors and not PGRs**
Change of Supervisor *PhD & MbR students* *Change of Supervisor request form*	It is the responsibility of supervisors to discuss any changes in supervision with the Director of Postgraduate Research Study before changes are made, **no changes should be made without discussion with**

	the Director of Postgraduate Research Study. Once a change to supervision has been confirmed it is the responsibility of the supervisors to complete the 'change of PGR supervision form' and return the completed and signed form to the RO who will liaise with the UoL and student administration. research@leedstrinity.ac.uk
Examination / Viva *Guide to the thesis examination process* *Video Streaming Policy* *Role of the Independent Chair* *Examination entry form PhD & MbR* *Examination entry form Practice Led only* *Criteria for the appointment of Examiners*	PGRs should discuss appropriate examiners with their supervisor at least 4 months in advance of the date of thesis submission, and submit the appropriate form to their supervisor. **Note: It is the supervisors' responsibility to nominate both internal / external examiners and agree a date / time. Once a date & time have been agreed to inform the RO who will book a room, send out outlook meeting request, and circulate the appropriate forms.** **research@leedstrinity.ac.uk** Following the exam / viva it is the responsibility of the Internal Examiners to ensure that all completed and signed forms are returned to the RO via. research@leedstrinity.ac.uk **External Examiners:** completed expense claims and receipts should be submitted to the RO Research@leedstrinity.ac.uk

8.0 Award and Graduation

Pass lists are published throughout the year by the UoL. Your name can appear on a pass list once all the following conditions have been met:

- the examiners' report has been approved by the Graduate Board's Examinations Group at one of its meetings;
- Postgraduate and Research Operations has received confirmation from the Research Office that the internal examiner is satisfied that any corrections required to the thesis have been completed;

- Postgraduate and Research Operations has received the final copy of your eThesis;
- all academic fees have been paid;
- where applicable, Postgraduate and Research Operations has received confirmation that taught or assessed components of the programme of study have been successfully completed.

Once your name has appeared on a pass list the University of Leeds Postgraduate and Research Operations will send an email to the Research Office confirming the award of your degree has been made. The Research Office will forward this information via email to your Leeds Trinity email address and inform Student Administration.

8.1 Graduation

Research degrees are conferred at the Leeds Trinity University degree ceremonies, which are held, under the auspices of the University of Leeds, in July and December each year.

Leeds Trinity Student Administration will contact you regarding ceremonies. Queries relating to ceremonies and receipt of certificates should be directed to records@leedstrinity.ac.uk

Where a graduation ceremony is prevented from occurring or can only occur in part (e.g., a pandemic), no subsequent full graduation event of celebratory event will be offered.

9.0 Researcher Training and Development

9.1 Introduction

The overall aim of personal and professional development activity is to enable PGRs to develop their research performance, employability, professionalism and engagement with society. The modern research degree combines the bedrock of research skills and subject knowledge with the opportunity to develop a much wider range of transferrable attributes, to prepare PGRs for employment and help them realise their ambitions, whatever their chosen career path.

9.2 Training and Development Needs Analysis and Training Plan

Within three months of commencing their studies (two months for part-time PGRS), research students and supervisor(s) should review the student's training needs and formally agree a training plan, using the Training Plan template. Supervisor(s) will be responsible for initiating this process, which is intended to help monitor and assess the achievements of PGRs in acquiring sufficient expertise in 'generic and subject/professional skills'. A copy of the completed Training Plan must be returned to the RO via research@leedstrinity.ac.uk for retention. Monitoring progress with the training plan and updating the plan must be carried out in review meetings after six

months full-time or nine months part-time, at the transfer stage and at least annually thereafter, unless an appropriate alternative training plan is provided.

LTU offers a structured plan for basic training for three phases of the PhD Journey: Induction and Year 1; Post-Transfer; and Final Year. Details of these sessions and dates are published on the PGR Training Schedule. PGRs and supervisors should also consider the range of training and development opportunities open to PGRs, as described at 9.3 below.

The training plan should set out the skills that the PGR wishes to develop and should include clear and achievable targets stating deadlines for completing different training activities. It should also detail where the PGR will be able to access particular training and development opportunities from. As part of the Induction and Year 1 training, all new Leeds Trinity PGRs irrespective of discipline should complete ethics training. This is currently via the FutureLearn course 'Introduction to Research Ethics: Working with People'. https://www.futurelearn.com/courses/research-ethics-an-introduction. By completing the upgraded version of this course (current cost £59) PGRs can access to this course for as long as it's on FutureLearn and obtain a print and digital Certificate of Achievement once the course has been completed. **The cost of the course can be reclaimed** by submitting a LTU Expenses Claim form accompanied by a copy of the Certificate of Achievement as proof of successful completion.

A training plan is personal and based on the PGR's own self-analysis and should be more than a commitment to attend a series of courses offered by the University.

9.3 Sources of Training

The main source of training for all PGRs is the structured plan published on the PGR Training Schedule (Induction and Year 1; Post-Transfer; and Final Year). PGRs and supervisors should also consider the range of training and development opportunities open to PGR students through LTU Research Development events, online courses from the University of East Anglia and the University of Leeds Organisational Development and Professional Learning (OD&PL). External courses may also be of considerable value: these include, for example, the British Library https://www.bl.uk/research-collaboration/training-and-events, and for generic ethics training FutureLearn. Links are curated on Moodle; one-off events are advertised through notices on MS Teams. There are many other methods of training and development activities open to PGRs including workshops, seminars, asynchronous learning materials on Moodle, practical and feedback opportunities, learning from experienced colleagues and from appropriate books or online packages. If a PGR is unable to identify a suitable course or development opportunity to meet their needs, they should discuss this with their supervisors. If a gap in training provision emerges supervisors should contact the Director of Postgraduate Research Studies and /or the Deputy Director of Postgraduate Research Studies.

Leeds Trinity PGRs can book UEA free of charge courses online but cannot use the online booking system in use at UoL. To book a place on any of the UoL courses

contact the Research Office via research@leedstrinity.ac.uk who will liaise with the UoL on your behalf. Leeds Trinity is normally able to fund attendance at external courses, but permission must be sought before booking from the Director of Postgraduate Research Studies and /or the Deputy Director of Postgraduate Research Studies (please see 5.17.3 above for details on claiming expenses).

9.4 National Researcher Development Framework

The Researcher Development Framework articulates the knowledge, behaviours and attributes of successful researchers and encourages them to aspire to excellence through achieving higher levels of development.

The framework is a comprehensive new approach to enhancing the careers of researchers. It was developed by and for researchers, in consultation with academic and non-academic employers.

[Source: http://www.vitae.ac.uk/rdf]

The Researcher Development Framework (RDF) has been developed at national level and is a valuable tool in helping researchers consider their own personal and professional development. There is also a 'summary' document known as the Researcher Development Statement and its use is endorsed by over 30 national organisations including the UK Research Councils.

The RDF identifies skills and attributes of researchers in four broad domains:

- Domain A – Knowledge and intellectual abilities;
- Domain B – Personal effectiveness;
- Domain C – Research governance and organisation;
- Domain D – Engagement, influence and impact.

Further information about the RDF and useful resources are available from Training and development plan

9.5 Attending and Presenting at Research Seminars

Attendance and presentations by PGRS at research seminars is expected, and supervisors should give strong encouragement to PGRS to attend. Supervisor(s) should also bear in mind the needs of PGRs who are not full-time, e.g. those who are part-time or who live some distance from LTU.

10.0 Research Misconduct, Ethics & Integrity, Data Management, Copyright

10.1 Research Misconduct

Leeds Trinity is committed to maintaining the integrity of academic research and ensuring that the conduct of research and the dissemination of the results of research are honest and fair. Research Misconduct Policy

Research misconduct includes, but is not limited to:

(a) **piracy,** i.e. deliberate exploitation of ideas of others without proper acknowledgement;

(b) **deliberate plagiarism**, i.e. copying of ideas, text, data or other work (or any combination thereof) without permission and due acknowledgement;

(c) **misrepresentation,** i.e. a deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement;

(d) **fraud,** i.e. deliberate deception, e.g. the invention, fabrication or dishonest manipulation of data.

(e) **unethical conduct,** i.e. deliberate breach of ethical approval granted for the research or conduct of research without ethical approval[2].

10.2 Research Participants Privacy Notice

This privacy notice explains how and why the University uses personal data for research; what individual rights are afforded under the Data Protection Act 2018 (DPA) and who to contact with any queries.

All research projects are different. This information is intended to supplement the specific information you will have been provided with when asked to participate in one of our research projects. The project specific information will provide details on how and why we will process your personal data, who will have access to it, any automated decision-making that affects you and for how long we will retain your personal data.

The full privacy notice is available via Research Participants Privacy Notice

10.3 Research Ethics & Integrity

Leeds Trinity University expects all research carried out at the University, or in its name to be undertaken to the highest standards of integrity and ethical conduct. The Research ethics policy sets out the principles underlying ethical research at the University and should be read in conjunction with the relevant ordinances and regulation, and other policies, procedure or guidance issued by the University.

PGRs will need to demonstrate an awareness of the ethical implications of their research and confirmation that ethical approval has been sought and received where necessary, as both aspects will be checked at the transfer and examination entry stages. The examiners may request access to the full ethical review paperwork

considered by the relevant school Research Ethics & Integrity Committee. Failure to seek appropriate ethical approval could have implications for the award of the research degree.

The full policy can be viewed on our web pages [Research and Knowledge Exchange Ethics and Integrity Policy](#)

10.4 Process for Research Ethics Approval

Before the research is carried out, a research ethics self-assessment form must be completed. This will determine whether a full ethics and integrity application is required.

To complete the self-assessment, select the relevant option below.

Select the option that matches your project.

- **Research** is defined (by the 2021 Research Excellence Framework) as a process of investigation leading to new insights. Research should be novel, creative, uncertain, systematic, and transferable and/or reproducible. Find out more about research at Leeds Trinity University here: [Research - Leeds Trinity University](#)
- **Knowledge Exchange** is defined (by Research England) as working with partners outside the University to ensure that the knowledge created within the University can be used for the benefit of the economy and society. Find more about knowledge exchange at Leeds Trinity University here: [Knowledge Exchange Ethics - Leeds Trinity University](#)
- Anything related directly to your PGR research project will be classed as research. Knowledge exchange should only be selected for additional activities based on the results of your PGR research and will typically not be relevant for PGR projects.
- If you are unsure about whether your project is research or knowledge exchange, please email ethicscommittee@leedstrinity.ac.uk and ask before completing the self-assessment.

If your project is a **research project**, click here: ['Research ethics self-assessment form'](#). This will open a form in your browser that you should complete and submit. Select 'PGR' for Question 3. Project Type.

If your project is a **knowledge exchange project**, click here: ['Knowledge Exchange ethics self-assessment form'](#). You will be asked to download a Word document form, complete this, and submit it to ethicscommitte@leedstrinity.ac.uk .

A self-assessment form and if required a full application should be submitted at least 28 days in advance of the project start date.

You can view the full ethics and integrity process guide by clicking here: [Research and Knowledge Exchange Ethics and Integrity Application Process](#)

Questions regarding ethics applications should be directed to ethicscommittee@leedstrinity.ac.uk

10.5 Research Data Management Policy

Leeds Trinity University recognises that good research demands good data management in the support of academic integrity, openness and good stewardship. It will ensure that research data is managed to high standards throughout the research data lifecycle

The effective management of Research Data will help us to;

- Meet the requirements of our funders
- Recognise the value and impact of our research data, to ourselves and others
- Improve the visibility of and our reputation for research and create opportunities for further research collaboration
- Encourage open enquiry and allow results to be independently tested, improving the over quality of research

The full policy is available via our web pages research-data-management-policy.pdf (leedstrinity.ac.uk)

10.6 Copyright Policy

The purpose of the Copyright Policy is to ensure that staff and students of the university:

- Comply with UK copyright law
- Are able to make full and effective use of the various copyright licenses the university subscribes to.

11.0 Support services
11.1 Overview

In addition to dedicated support from their supervisors, PGRs can access independent academic advice from the Director of Postgraduate Research Studies or nominee, for example, if they are experiencing problems with one of their supervisors. In addition, there are a range of other support services available within the University and these are described below.

11.2 Student Support

The Student Support team is available seven days a week until 5.00am each night. They can support you with a wide range of issues such as academic, personal, wellbeing, relationships, housing issues or any other concerns. If you feel overwhelmed or if you're not sure what to do next, we are here to listen and help you.

Student Support can be reached by email studentsupport@leedstrinity.ac.uk

11.3 Student Support and Wellbeing

Leeds Trinity University student support and wellbeing services gives you the opportunity to access a wide range of help and advice when it's needed – whether it's personal or academic concerns and issues.

11.3.1 Learning Support Plans

Student Support and Wellbeing can be contacted to generate a Learning Support Plan (LSP) and to integrate reasonable adjustments into the PGR's programme of Research.

11.4 Health, Safety and Wellbeing

Health, Safety and wellbeing is the responsibility of all staff, students and visitors and we all have a part to play to maintain a safe and healthy working environment at Leeds Trinity.   The University has a number of policies and procedures and it is important that you familiarise yourself with them, and in particular the procedures that apply to you, including what to do in the event of a Fire or Accident.
Health & Safety Information
Safeguarding Policies and procedure
Student Support and Wellbeing

11.5 The Learning Hub

The Learning Hub provides academic skills support for all students across Leeds Trinity University, including postgraduate research students.

The Learning Hub can help with research skills, literature reviews, and quantitative methods, academic writing, and dissertation writing.

The Learning Hub is open throughout the year from 0900 to 1700 Monday to Friday, and after hours sessions can be arranged if necessary. For students away from campus tutorial support is also provided by email (learninghub@leedstrinity.ac.uk) and MS Teams (username: learninghubleedstrinity).

11.6 Postgraduate Learning Mentors

The postgraduate learning mentors are PhD students who provide academic skills support as well as general advice on postgraduate study at Leeds Trinity and can direct students to other learning and student support services if they are unsure who else to ask.

The learning mentors hold weekly drop-in sessions throughout term time and respond weekly to email queries sent to learninghub@leedstrinity.ac.uk

11.7 Careers and Employability Service

Leeds Trinity Careers and Employability Service helps students with career decisions and with finding employment, work experience or postgraduate study opportunities offering impartial and confidential advice. The service is open to all students, undergraduate and postgraduate, at all stages of their studies from first to

final year. Further details of the services offered can be found on our web pages via [Careers and employability - Leeds Trinity University](#)

11.8 Chaplaincy

However faith guides you, the Chaplaincy team at Leeds Trinity University seek to be diverse, accessible and relevant to you as a student.

We offer regular Mass, daily silent Adoration, student-led sung worship, personal retreats, a multi-faith prayer space, and a Chapel that is open every day for you to use for your own personal prayer and reflection – just pop in!

Our talks, discussion groups and lectures are designed to enable you to learn more about faith, morals, ethics and the deeper stuff of life.

The Chaplaincy team works with various groups across the campus to arrange social, faith-based and charitable trips, events and activities that bring students of all faiths together. Everything we do is open to anyone – there is no Chaplaincy 'membership' and there is plenty to get involved with. chaplaincyadmin@leedstrinity.ac.uk

11.9 Leeds Trinity Students' Union

When you become a student at Leeds Trinity University, you automatically become a member of the Students' Union.

It's a place for you to socialise, receive support, buy snacks and essentials and even get a job.

Although the Students' Union works closely with the University, it's an independent, student-led charity which represents your needs and enhances every aspect of university life. [Home (ltsu.co.uk)](#)

Sports clubs and societies

Love to play football? Passionate about politics? Whether you already know what you want to get involved in, or you're looking to try something new, the Students' Union offers plenty of sports clubs and societies for you to get involved with.

If you have an interest that isn't currently covered, the Students' Union will support you in setting up your own group with like-minded students.

Representing you

From the moment you arrive, the Students' Union is here to represent your needs. With a team of Course Reps and elected Student Council members, you can be sure that your voice will be heard and used to influence positive change at Leeds Trinity.

You can get involved as a Course Rep, as part of a club or society, as a member of the Student Council, or by running for the role of President or Vice-President.

Working with the Students' Union is a great opportunity to shape the student experience and gain valuable experience for your CV.

Life on campus

Your Students' Union is at the heart of entertainment on campus, organising a diverse programme of events and activities throughout the year – including Freshers' Week and the Graduation Ball.

There's always something happening in StUdio, the main social space on campus, where you can relax, watch live sports and grab a bite to eat and drink.

It's also the place to go for live entertainment, including karaoke, quiz nights and club nights. And because the Students' Union is a charity, every penny spent is reinvested back into student activities, projects or services for you.

Supporting you

Need to speak to someone? The Students' Union offers a student advice service providing confidential support on mental health, general wellbeing, housing and academic-related issues.

Whatever the problem, the advice team can discuss your options with you and help you to identify your next steps

11.10 Complaints and Appeals

11.10.1 Complaints

UoL Complaints procedure

11.10.2 Appeals

UoL Appeals Procedure

12.0 Facilities and Services

This section describes the learning and student support facilities and services available to you at Leeds Trinity University.

12.1 Postgraduate Researchers Office

The postgraduate researcher's office (W10) is available for use by all postgraduate researchers and has access to computers and storage space.

Access to the office is through arrangement with the Research Office research@leedstrinity.ac.uk

12.2 Library Services

Leeds Trinity University Library is based in the modern, purpose-built Andrew Kean Learning Centre. In the Library, you will have access to a range of study environments, including group study rooms, a silent study area and individual work spaces. You can book group study rooms and individual study carrels via the **Book a study space** option on the Library website.

The University has invested heavily in digital and print information resources in recent years, in line with our move to becoming a more research-intensive institution.

Our friendly helpdesk staff and our team of dedicated Liaison Librarians provide help and support for library users.

From the Library website https://library.leedstrinity.ac.uk you can use **Library Search** to locate books, ebooks, journal articles and more.   Sign in to **My Library Account** to reserve items which are on loan and renew your loans.

To find relevant subject databases for your area of study click on **My Subject**. You can also find a full list of our library databases under **Find a Database**.

The Library's **Research support** pages will provide you with key information on areas such as literature searching, getting published, impact, the Pure repository and research data management.

Almost all of the library's online resources can be accessed from off campus via the Library website using your Leeds Trinity network login.

For general queries related to Library services, please contact the Library Helpdesk, by phone on 0113 283 7244, email libraryenquiries@ leedstrinity.ac.uk or in person. If you have any feedback on our services, please use our feedback form at https://library.leedstrinity.ac.uk/help-and-support/feedback

12.2.1 Loans, Renewals, and Reservations

Your Leeds Trinity University ID card is also your library card, which you will need to access the building, and to borrow items.

Postgraduate research students may borrow a total of 30 items.

- All Library items can be borrowed for two weeks.
- Your loans will be renewed automatically over a period of nine months from the date they were first borrowed, unless they are reserved by another borrower.
- After nine months, you will need to return the items.
- We will remind you seven days before items are due back.
- We will remind you when items are one day, one week and two weeks overdue.

If all copies of an item you need are out on loan, you can reserve it. Find the item via Library Search, click into the full item record, and make sure you are signed in to see the **Reserve** option.

- You can reserve a maximum of **10** items.
- You will receive an email to let you know when your reservation is available.
- Reservations are held at the Library Helpdesk for **seven working days.**

12.2.2 Liaison Librarians

Each subject is supported by a Liaison Librarian who provides one-to-one support and delivers group training sessions. Your Liaison Librarian can help you with identifying the best resources to use for your research; searching catalogues, databases and journals effectively; advanced search techniques; requests to

purchase Library books to support your research; and referencing, including using reference management software.

Sarah Cohen	Subject support for:
S.Cohen@leedstrinity.ac.uk 0113 2837596 Works Tuesday - Friday	• Business, management & marketing • Computer science • English • Journalism • Media, film, & culture • Photography • Victorian studies
Donna Irving	Subject support for:
d.irving@leedstrinity.ac.uk 0113 2837244 Works Monday, Tuesday, Thursday and Friday	• Biomedical science • Criminology and policing • Law • Nursing • Psychology • Sport and wellbeing
Sarah Munks	Subject support for:
s.munks@leedstrinity.ac.uk 0113 2837243 Works Monday - Thursday	• Children, young people & families • Philosophy, ethics & religion • Primary education • Secondary education

12.2.3 Support with Pure, Open Access and Research Data Management

The Library's Collections, Access & Systems Team can assist/advise you on adding your research outputs to Pure and will validate these once added. They can be contacted via repository@leedstrinity.ac.uk.

They also run workshops on open access, on using the Pure repository and on research data management.

12.2.4 Accessing other Libraries

The **Request a resource** area on the Library website https://library.leedstrinity.ac.uk/request-a-resource explains options for accessing resources that aren't available at Leeds Trinity University Library.

Fill in the request form

If a book or journal article is not available from the Library, we can try to source it for you. Fill in the request form to tell us what you need, and we will review your request and contact you. We may be able to purchase resources for our collections, or borrow them from other libraries.

SCONUL Access

The SCONUL Access scheme allows students to apply to use study spaces and resources at other higher education libraries which belong to the scheme.

British Library at Boston Spa, Yorkshire

You can visit the British Library's Boston Spa reading room for access to some resources which are not available elsewhere. You need to apply for a Reader Pass in advance of your visit – please see https://www.bl.uk/visit/reading-rooms/boston-spa.

University of Leeds libraries

Postgraduate research students may register as borrowing members of the University of Leeds libraries by special arrangement between Leeds Trinity and the University of Leeds. This arrangement provides enhanced access and borrowing rights, over and above SCONUL access.

Please email libraryenquiries@leedstrinity.ac.uk to request authorisation before visiting Leeds University Libraries.

There are 4 main libraries at University of Leeds:

- Brotherton Library: resources for arts and social sciences, as well as Special Collections.
- Edward Boyle Library: resources for science and engineering.
- Health Sciences Library (on level 7 of the Worsley Building): resources for medicine and health-related subjects.

- Laidlaw Library: short-loan and undergraduate textbooks for all subject areas.

You will be entitled to borrow 10 standard loan books for a four-week loan period and 10 one-day loan journals.

Under this scheme, you may NOT borrow 7 Day Loans, items in the High Demand Collection, Journals, or items in the Student Reference Collection.

Further information about University of Leeds libraries is available at https://library.leeds.ac.uk

12.3 IT Services

The IT resources offered by Leeds Trinity University are extensive and the IT Services team is here to help you make the most of them. The department is located on the ground floor of the Andrew Kean Learning Centre (AKLC) and includes a Service Desk (alongside the Library and Student Support teams) where you can come to ask for assistance or report a problem during the day. We also operate a Self-Service Portal for email-based support, and a telephone support option which is available 24/7/365.

Within the AKLC there are five main IT Labs plus two open-plan areas in the Library, equipped with multiple open-access PCs. The 24-hour IT Lab is located in the foyer for convenient access at any time.

There are many designated group and individual study spaces and quiet areas for focused work.

You can borrow a laptop from the Service Desk to use within the AKLC. If you need something more permanent, contact Student Support, as we may be able to offer you a device you can use for the duration of your studies at Leeds Trinity University.

Certain departments have dedicated IT Labs tailored to their specific software needs. These rooms are located within their respective departments and not in the AKLC. They are often booked for lectures, but you are welcome to use them when they are available.

IT Suite	Department	Location	PCs	Specialist Software
24 Hour Lab	General	AKLC	31	SPSS, Adobe Creative Cloud apps
LC1-31	General	AKLC	44	SPSS, NVivo
LC0-18	Media	AKLC	16	SPSS, Adobe Creative Cloud apps
LC1-32	Media	AKLC	22 (iMac)	Adobe Creative Cloud apps
T23	Education	Trinity Building	26	SPSS, Adobe Creative Cloud apps

AG75	Media	Media Centre	13 (iMac)	Adobe Creative Cloud apps
AG86	Media	Media Centre	22	Adobe Creative Cloud apps
AS27 AS29	Psychology	Main Building	9 14	NVivo, SPSS

We make many references in this document to myLTU: tap the IT Support tile in myLTU to find the information referenced.

12.3.1 WI-FI Access

There are two ways to get Wi-Fi at Leeds Trinity University.

- eduroam – sign in with your LTU credentials and get access here and at learning hubs around the world.
- Wifinity – if you live in Student Halls on campus.

Details about these networks, plus Wi-Fi for visitors, can be found in myLTU.

12.3.2 Trinity Desktop

Our Remote Access service, called Trinity Desktop, is a Windows desktop environment you can use from anywhere as if it were a PC on campus. Once you log in, you will have access to your personal files, shared drives, a range of apps, the Intranet, printing, and other secure services not available on external devices. You will need to have set up Multi-factor Authentication (MFA) using the Microsoft Authenticator app in order to use this facility. This aspect is covered in section 12.3.8 *IT Security* and there is also a guide available on the login page.

12.3.3 Applications

Microsoft 365 (A.K.A. Microsoft Office)

As a student, you'll be able to install Office on five devices for free.

It's available for PC, Mac and Android/Apple devices, and you can use it on any of those devices, anytime, anywhere.

To get your copy of Office browse to:

office365.leedstrinity.ac.uk

Sign in with your LTU email address and password and click the **Install Office** link. This will give you the latest version of the Office apps.

IBM SPSS

IBM SPSS is software for editing and analysing all sorts of data. The installer and licence key are available in myLTU.

NVivo

Nvivo helps you discover more from your qualitative and mixed methods data. The installer and licence key are available in [myLTU](). You can email [research@leedstrinity.ac.uk]() if you need training.

EndNote

EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references. The installer and licence key are available in [myLTU](). Contact the Library team for training.

12.3.4 Specialist Software

As part of your studies or research, you may need software that we do not currently provide. You can request new software by making a Service Request via the [Self-Service Portal](). We understand the importance of having the right tools for your specific needs and we strive to accommodate such requests whenever possible.

In some cases, we may offer alternative options that have similar features and functionality. Our aim is to ensure you have the tools required to complete your work effectively.

All new software requests undergo a thorough Application Approval Process, which can take some time. Any new software introduced into our system needs to meet the necessary standards of security, compatibility and licensing, and by following this rigorous approval process we can maintain secure and reliable IT infrastructure while also providing the best possible software solutions for our users.

12.3.5 File Storage – One Drive

OneDrive is part of Microsoft 365 and gives you access to 1TB of secure cloud storage.

- Your files are automatically backed up with version history.
- You can access your files on all of your devices, on or off-campus.
- You can share and edit in real-time with others.

To access your OneDrive online visit [onedrive.leedstrinity.ac.uk]()

When using Office apps, click **Save as** and select **OneDrive - Leeds Trinity University**.

12.3.6 Virtual meetings and calling – Microsoft Teams

We use Teams university-wide for secure online communication and collaboration. It is the primary method for video and voice calling as well as text-based communication and general chat. This promotes consistent and efficient communication, collaboration, learning and productivity across the university, and creates a unified digital environment for our community.

You can install Teams on your own devices and log in using your LTU credentials.

Newer devices running Windows 11 have a different version of Teams that supports personal accounts only. To make sure you have the right version, go to office365.leedstrinity.ac.uk and download the app from our portal.

12.3.7 IT Security – Keeping your information secure

Your password

We will never ask you to provide your password. If you get any messages asking for your password, disregard them and report them to IT Services using the Self-Service Portal or the dedicated button in Outlook. If you're in any doubt, contact us at the Service Desk for guidance.

Multi-factor Authentication (MFA)

You will be prompted to set up Multi Factor Authentication (MFA) on your smartphone using the Microsoft Authenticator App the first time you log in. At this time, you must also change your password to one only you know. If you don't do this, you will lose access to some services.

MFA provides enhanced protection by requiring a second form of verification in addition to your password. This helps safeguard your account even if your password is compromised.

Self-service password reset

With MFA in place, you can recover your account without needing to ask for our help. When you use Self-service password reset, you will verify your identity using the Authenticator app and create a new password.

You can access this feature from the Microsoft 365 portal by clicking **Can't access your account?**

User account expiry

At LTU, we have implemented a process to automatically disable user accounts based on the expected end date associated with your enrolment. This measure ensures that accounts are deactivated in a timely manner when individuals are no longer expected to be part of the LTU community.

Following the account deactivation, all associated account data will be deleted in accordance with the General Data Protection Regulation (GDPR) and our data retention policies. This ensures compliance with privacy regulations and protects the confidentiality of personal information.

If your expected finish date changes, or if you are uncertain about your account's expiry date, contact the Service Desk for confirmation. If you are about to leave, we can advise you on how to save your data (e.g. files and emails) that would otherwise be lost.

How do I stay safe?

SPAM: unwanted and unsolicited email sent to a large number of recipients. The purpose of these emails is typically advertising, phishing or spreading malware. Be cautious of any suspicious emails that may end up in your inbox and don't interact with an email you think may be spam.

PHISHING: fraudulent messages that pretend to be from trusted organisations, such as universities or banks. They aim to trick you into providing personal information by replying to the email or clicking on a link. These emails may sound urgent, suggesting that you could lose access to your account or something important if you don't comply.

Tips:

1. Be cautious – some dangerous emails are obvious, but some are hard to spot. Look for signs such as grammatical and spelling errors, generic greetings or requests for personal information.
2. Verify the sender – look at the email address of the sender. Be wary of emails claiming to be from trusted organisations but which have odd-looking or unfamiliar email addresses. If in doubt, contact the organisation yourself through their official channels.
3. Don't click on links – if you weren't expecting to receive a file or link from someone, don't click any link in the email. Even if the sender is someone you know and who may send you legitimate links to files, hover your mouse over the link first to see where it goes. As above, look for odd-looking or unfamiliar addresses.
4. Keep personal info private – legitimate organisations won't ask you for sensitive information via email. Banks and solicitors, etc., will have their own services for sending and receiving this kind of information, which will be available from their official channels. If you were not expecting the request, ignore it. As above, you can also verify the sender by contacting them directly.
5. Report suspicious emails – if you receive a suspicious email, use the report feature in your email client. You can also contact the Service Desk for guidance.

13.0 Links to Policies and Procedures (A-Z)

This section draws together the key regulations, procedure and policy documents that apply to Postgraduate Researchers studying for a research degree at Leeds Trinity (accredited by the UoL).

https://www.leedstrinity.ac.uk/about/public-information/research/

UoL Regulation, Policy and Code of Practice

https://students.leeds.ac.uk/info/10112/research_degrees

Annual Progress Review Guidance
Appeals Procedure (link to UoL web pages)
Briefings for external examiners
Change to Mode of study policy
Code of Practice for research degree candidature
Complaints Procedure (UoL web pages)
Criteria for the appointment of examiners and independent chairs
Data protection-Data Quality-Privacy and FOI
Disagreement between Research Degree Examiners
Eligibility for Supervision
Equality Diversity and Inclusion
Guidance for Overseas Travel and Work
Guide to the thesis examination process
Health & Safety Information & policies
Information Services Policies (IT and Library)
Instructions to examiners for research degree examinations
Learning outcomes – MbR (link to UoL web pages)
Learning outcomes – PhD   (link to UoL Web pages)
LTU Policies and Strategies
LTU PGR protocol for the implementation of the UoL Code of Practice for Research Degree Candidature
PGR attendance monitoring policy and protocol for implementing presumed withdrawn
PGR research support fund
Reasonable Adjustment and Support for PGR Level Assessment / Examination
Research Ethics and Policies
Role of the independent chair
Solely & Joint authored publications
Submitting your thesis early
Transfer panel guidance
PGR Progress Support Policy
Video Streaming Policy – PGR transfer and viva
Vitae National Researcher Development Framework

14.0 PGR Forms and Templates

(internal access only)

The following forms and template are only available internally via MS Teams to Postgraduate Researchers and LTU staff. If you require access to one of these documents, please email research@leedstrinity.ac.uk

Change to Mode of Study

[Change of Supervision](#)
[Examination Entry & Examiners forms](#)
[Expenses Claim forms](#)
[LTU Poster Templates](#)
[Name change form](#)
[PGR progress review forms](#)
[PGR research support fund](#)
[Study abroad form](#)
[Supervision meeting record](#)
[Suspension and Extension](#)
[Training Plan](#)
[Transfer Viva (PhD only)](#)
[Withdrawal & presumed withdrawn](#)

15.0 Useful information provided by external bodies

QAA/NUS The UK Doctorate: a guide for current and prospective doctoral students. This guide includes information on the regulations that provide the framework for doctoral degrees. The guidance is intended to be helpful for those students who are studying, or are thinking about commencing, a doctoral degree programme. See: [Research Degrees (qaa.ac.uk)](#)