Guide to the thesis examination process for research degree candidates

Including the requirements for the format and presentation of theses for research degrees

2014-15

http://www.leeds.ac.uk/rsa/policies.html#thesis

This document covers theses submitted for examination for research degrees including, PhD, EdD, MD, DHSC, DClinDent & DClinPsychol, MPhil, MA, MSc, MSc(Eng), and MEd.
Introduction

- This document covers theses submitted for examination for research degrees. For other degrees where it is a requirement of the programme of study that dissertations/reports be submitted in a prescribed form, advice should be sought from the School concerned.

- Postgraduate Research and Operations (PGR & Operations) will send you emails at various stages in the process of your examination. These will be sent to your University email account. Please check this account regularly for updates and information.

- Further support and advice about the thesis examination process is also available in the Research Student Handbook and on the PGR & Operations Website: http://www.leeds.ac.uk/rsa/

- The Thesis Examination Section of PGR & Operations is happy to help with any queries about the presentation of your thesis or with the examination process in general. Please contact us by telephone on 0113 343 34003 or by e-mail to rp_examinations@adm.leeds.ac.uk

- Practice-led candidates: Please also consult your Faculty’s practice-led protocol available on the PGR&O website. This sets out specific 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.

- Disabled PGR students and their supervisors can access a wide range of support from the Disability Team plus online resources by Premia when preparing for the examination. Please see the support pages on the PGR & Operations website for further advice: http://www.leeds.ac.uk/rsa/support/disability.html

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1 http://www.leeds.ac.uk/rsa/graduate_board/protocols.html
Contents

Overview of the thesis examination process (diagram) .................................................. 5

Entering for examination (at least 3 months before you plan to submit your thesis) ............. 6

1. Examination Entry Form .......................................................................................... 6
1.1 Nomination and appointment of Examiners ......................................................... 6
1.2 Timescales for the examination entry form ........................................................... 6

Preparing your thesis for submission and examination .................................................... 7

2. Requirements for the Format of Thesis Contents .................................................... 7
2.1 Paper .................................................................................................................. 7
2.2 Text ................................................................................................................... 7
2.3 Lay-out ............................................................................................................... 7
2.4 Pagination ......................................................................................................... 7
2.5 Presentation of the title page ................................................................................ 8
2.6 Second Page (Intellectual Property and Publication Statements) ........................... 9
2.7 Acknowledgements page ...................................................................................... 10
2.8 Abstract ........................................................................................................... 10
2.9 Table of Contents and Lists of Tables and Illustrative Material .............................. 10
2.10 Abbreviations .................................................................................................. 10
2.11 Referencing Styles ............................................................................................ 10
2.12 Illustrative Material, Drawings, maps, photographs etc. ....................................... 10
2.13 Presentation of your name on the thesis ............................................................. 11
3.1 Inclusion of Supplementary Data/Information with the thesis ............................... 11
3.2. Practice-led research degree submissions ......................................................... 11
4. Use of solely or jointly-authored publications within a thesis submission ............ 12
5. Length of Thesis .................................................................................................. 13
5.1 Extensions to the maximum length of theses ...................................................... 13
6. Format of the Temporary Binding (for the oral examination) ................................ 14
6.1 Binders ............................................................................................................ 14

Submitting your thesis for examination .......................................................................... 15

7. Process for submission ......................................................................................... 15
7.1 Submission in person ....................................................................................... 15
7.2 Submission by Post ......................................................................................... 15
7.3 Numbers of Copies of the thesis ..................................................................... 15
7.4 Deadline for Submission ............................................................................... 15
7.5 eThesis submission at the examination stage .................................................... 16
7.6 Dispatch of your thesis to your Examiners ....................................................... 16
7.7 Use of University facilities whilst awaiting the oral examination ..................... 16
7.8 Checklist: for the submission of the thesis for examination ............................. 17

The oral examination ..................................................................................................... 18

8.1 Preparing for your oral examination .................................................................. 18
8.2 The oral examination ....................................................................................... 18
8.2 Arrangements for your oral examination ............................................................ 19
8.3 Attendance for the oral examination ................................................................. 19
8.4 Attendance of your Supervisor at the viva ......................................................... 20
8.5 Attendance of an independent chair .................................................................. 20
8.7 ‘Mitigating circumstances’ for PGR students ..................................................... 20
The result of the examination

8.7.1 Pass (no corrections) ................................................................. 21
8.7.2 Pass with editorial and presentational corrections ........................................ 21
8.7.3 Pass with minor deficiencies ................................................................... 21
8.7.4 Referral for resubmission ........................................................................ 21
8.7.5 MPhil award on a PhD submission .......................................................... 22
8.7.6 Fail ...................................................................................................... 22
8.7.7 Award with distinction / research excellence .............................................. 22
8.8 Graduate Board's Examinations Group ....................................................... 22

Completing any corrections to your thesis (after the oral examination) .......... 23

9.1 Correcting any presentational and editorial corrections or minor deficiencies .......................................................................................................................... 23
9.2 Approval of your corrections by the Internal Examiner ................................23
9.3 Extensions to the correction periods ............................................................ 23

Preparing and submitting your final thesis (after the oral examination) ....... 24

10.1 Preparing your final thesis (after successful oral examination) ................. 24
10.2 Format of the hard bound thesis (and eThesis) contents ................................ 24
10.3 Format and presentation of the hard bound covering .................................... 24
10.4 Submitting your hard bound thesis ............................................................. 25
10.5 Thesis embargo arrangements (for doctoral candidates) ............................ 25
10.6 Thesis embargo arrangements (for MPhil and Mastership by Research) .... 25
10.7 Checklist: for the submission of the final copies of the thesis after examination ...... 26

Preparing and depositing your eThesis (after the oral examination) .......... 27

11.1 Submission of an eThesis (after successful oral examination) ................. 27
11.2 Preparing your final eThesis file .................................................................. 27
11.3 Preparing a redacted eThesis ..................................................................... 27
11.4 Uploading your eThesis (NEW Online final eThesis deposit process) ....... 28
11.5 Thesis embargo arrangements (for doctoral candidates) ............................ 28

Award of your degree and graduation ......................................................... 29

12.1 Award of a research degree ....................................................................... 29
12.3 Publication of Pass List ............................................................................. 29
12.5 Graduation choices .................................................................................... 30
12.6 Degree Certificate ...................................................................................... 30
12.7 Diploma supplement and statement ......................................................... 30
13. Doctorate Extension Scheme CAS ............................................................. 30

Useful documents and links .......................................................................... 31
Overview of the process from examination entry to the award of the degree

Candidate enters for examination by completing the Examination Entry Form and passing it to their supervisor so the examiners can be nominated & the form submitted to PGR&O (at least 3 months before thesis submission)

Candidate submits copies of the thesis for examination to PGR&O (normally 2 soft-bound copies & eThesis copies)

PGR&O send the thesis out to the examiners (normally within 2 working days).

Internal Examiner makes the arrangements for the viva (normally within 3 months of receiving the thesis).

Candidate attends for viva. Examiners reach recommendation & inform the candidate (within 24 hours). Examiners prepare their report & send to PGR&O to be considered at next meeting of the Examinations Group

Referral/Fail – please see Section 8.7

Award (with minor errors / deficiencies)

Award (pass no corrections)

Candidate undertakes corrections of minor errors (within 4 weeks of viva) or minor deficiencies (within 12 weeks of viva)

Candidate submits completed corrections to internal examiner (by 4/12 week deadline)

Internal examiner checks corrections and confirms approval to PGR&O (as soon as possible)

Candidate discusses thesis retention arrangements with their supervisor to consider if an embargo on access to the final thesis in the Library is needed

Candidate prints & hard binds final thesis & prepares (eThesis (PDF))

Candidate submits 1 hard bound copy of the thesis to PGR&O (within 3 months)

New online process for 2014/15: Candidates uploads final eThesis (in pdf format) to WREO and completes online deposit process (within 3 months). Email notification sent to PGR&O, student and supervisor.

Pass list published by PGR&O (Usually weekly at 4pm on a Friday)

PGR&O send hard bound thesis to the Library

Thesis added to Library catalogue
eThesis released to White Rose eTheses online: http://etheses.whiterose.ac.uk/
(unless embargo indicated)

PGR&O send confirmation of award of degree to candidate’s University email account (within 2 working days of pass list)

Candidate is eligible to Graduate (ceremonies in Dec/July or in absentia)

Examiners’ Report considered & approved at the Graduate Board’s Examinations Group meeting (7 times per session). PGR&O carry out fees check.

PGR&O send examiners’ report to candidate & supervisor (within 4 weeks of Exams Group meeting)
Entering for examination (at least 3 months before you plan to submit your thesis)

1. Examination Entry Form

At least 3 months before you plan to submit your thesis for examination, you must enter for examination by completing the Examination Entry Form (sometimes called the “Pink Form”)\(^2\,3\). On the form you will need to confirm whether you have been a member of University staff (as in some cases 2 external examiners might be required\(^6\)), provide information about any required ethical review of your research and also provide details of any solely or jointly authored publications you will be incorporating into your thesis. You will also be asked to confirm the title of your thesis. You can see the current thesis title held by the University in the PDR. If the title you intend to use is different to that held in the records you should enter the new title on the Examination Entry Form. Your supervisor can review this in his/her section of the form.

1.1 Nomination and appointment of Examiners

Once you have completed your part of the form, you should pass it to your supervisor so that the school may approach intended examiners and complete the remainder of the form with recommendations for the appointment of examiners. The Graduate Board’s Examinations Group has agreed eligibility criteria for the appointment of examiners\(^3\). At least one internal examiner and one external examiner will be appointed. In some cases the appointment of an independent chair may also be required. Students 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 (PGRT). Your supervisor will complete the details of the Examiners and review the thesis title, ethical review and publications information you have provided before the form is passed to your PGRT for countersignature. The School must then return the form to PGR&O at least 3 months before the submission of the thesis. The form is checked in PGR&O and the names of the recommended examiners are submitted to the Examinations Group of the Graduate Board for consideration. The final decision about the appointment of Examiners is made by the Examinations Group.

1.2 Timescales for the examination entry form

No thesis can be dispatched to the examiners until your form has been fully checked in PGR&O and formally approved by the Examinations Group. This is why the form should be sent to PGR&O at least 3 months before you intend to submit. Entry forms received less than 3 months prior to thesis submission may delay the dispatch of theses to the examiners and the examination process. Therefore you should 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. The form will remain valid for 12 months from the date of approval by the Examinations Group.

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2 [http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html](http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html)
3 Practice-led PhD Candidates have separate arrangements - please see: [http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/practice_led/practice Led.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/practice Led.html)
4 [http://www.leeds.ac.uk/rsa/policies.html#thesis](http://www.leeds.ac.uk/rsa/policies.html#thesis)
Preparing your thesis for submission and examination

2. Requirements for the Format of Thesis Contents

The following requirements should be followed when preparing the temporary (soft) bound copies of the thesis to be submitted for examination. These regulations also apply to the presentation and format of the contents of the final hard bound copies submitted after successful examination (see section 10).

2.1 Paper

A4 size paper must be used. Paper must be of good quality and of sufficient opacity for normal reading.

2.2 Text

The thesis must be written in English. Theses must be presented in a clear, standard font of 11 to 12pt size. Text must be clear and easily readable both in print form and when converted to pdf (in those cases where the thesis will also be provided in eThesis format). You should consult with your supervisor regarding any text/font conventions normally used in your discipline. Text that is in upper case only or in which some letters are non-standard is not acceptable as thesis text.

2.3 Lay-out

Margins at the binding edge must be not less than 40 mm and other margins not less than 20 mm. These guidelines have been provided by the Binders to ensure all text is readable once bound. Typing must be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used). Either single or double-sided text is permitted, however the University would strongly recommend that you consider using double-sided text to reduce the overall size of the thesis (and avoid the need for 2 volumes). When producing double-sided text, please take particular care to fulfil all the requirements specified in these regulations, e.g. legibility, pagination and margin widths. Mixtures of single and double-sided text are not acceptable (excluding the title page).

2.4 Pagination

Pages of text and appendices must be numbered consecutively throughout the thesis, including photographs and/or diagrams where possible (see further requirements below). Page numbers must appear on each page, preferably at the centre of the top of the page.

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5 With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.
2.5 Presentation of the title page

The title page must give the following information:

(a) The full-title of your thesis (and sub-title if any), as held in the University’s records and submitted on the examination entry form;

(b) Your full name, as held in the University’s registration records, including any and all middle names;

(c) “Submitted in accordance with the requirements for the degree of” with the name of the relevant degree added in full afterwards;

(d) “The University of Leeds" followed by either

   (i) the name of the School in which you were registered and supervised; or

   (ii) if you received formal supervision in two Schools (one of which was your parent registration School) you can include the names of both Schools if you wish; or

   (iii) the name of the appropriate academic Centre or Unit in which the research was conducted (after permission has been obtained from the Head of the School in which you were registered); or

   (iv) in the case of research students registered at accredited institutions (Leeds Trinity or York St John University) the "University of Leeds" followed by the name of the Institution together with the name of the school within the institution.

(e) The month and year of submission for examination;

(f) The volume if more than one;

6 You can find sample title pages on the PGR&O website: http://www.leeds.ac.uk/rsa/assets/pdfs/thesis_submissionandexamination/for_students/Sample_title_page_Spine.pdf

7 This must include all middle names held in the University records. The presentation of your name in the University records is normally expected to correspond with that shown in your passport or other legal documentation. Please see page 1 for further advice.

8 The name(s) of either one School or two Schools or one academic Centre should appear.

9 The thesis must show the month and year that the thesis is submitted for examination. The final, hard bound thesis must also show the month of year of submission for examination/resubmission (and not the date the final, corrected copies are submitted).
2.6 Second Page (Intellectual Property and Publication Statements)

The second page of the thesis should give the following information:

(a) One of the following statements: either

   (i) If there are no jointly authored publications from the thesis: "The candidate confirms that the work submitted is his/her own and that appropriate credit has been given where reference has been made to the work of others." Or

   (ii) If there are jointly authored publications which have been used in the thesis:\[10\]

        “The candidate confirms that the work submitted is his/her own, except where work which has formed part of jointly authored publications has been included. The contribution of the candidate and the other authors to this work has been explicitly indicated below. The candidate confirms that appropriate credit has been given within the thesis where reference has been made to the work of others.”

        You must then also include on this page of your thesis: (a) details of which chapters are based on work from jointly authored publications; (b) details of the publications which have been used (e.g. title, names of authors, dates, journals etc.); (c) details of the work contained within these publications which is directly attributable to you; and (d) details of the contributions of the other authors to the work.

(b) A statement as follows: “This copy has been supplied on the understanding that it is copyright material and that no quotation from the thesis may be published without proper acknowledgement”\[11\]

(c) © <Year of Submission for examination> “The University of Leeds and” <your full name>

(d) Optional - Assertion of moral rights\[12\]. If you wish to assert your moral right to be identified as the author of the work insert the following:

        “The right of <your full name> to be identified as Author of this work has been asserted by <him/her> in accordance with the Copyright, Designs and Patents Act 1988.”

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10 See http://www.leeds.ac.uk/rsa/policies.html#thesis for further advice
11 For further information see the IPR Policy at: http://www.leeds.ac.uk/secretariat/policies_procedures_codesofpractice.html
12 For further information see http://library.leeds.ac.uk/info/371/copyright_for/294/copyright_for_phds/5
2.7 Acknowledgements page

This page should contain any acknowledgements to those who have assisted with your work. Where you have worked as part of a team you should include a specific statement as follows: “This research has been carried out by a team which has included (name the individuals). My own contributions, fully and explicitly indicated in the thesis, have been......(please specify)” The other members of the group and their contributions have been as follows: (please specify)

2.8 Abstract

An abstract (summary) of the thesis of no more than 300 words should be included immediately after the “Acknowledgements page”.

2.9 Table of Contents and Lists of Tables and Illustrative Material

The table of contents should immediately follow the abstract. It should list in sequence, with page numbers, all relevant subdivisions of the thesis, including the titles of chapters, sections and subsections, as appropriate; the list of references (if any); the bibliography; the list of abbreviations and other functional parts of the thesis; any appendices; the index (if provided). If the thesis comprises more than one volume, the contents of the whole thesis should be shown in the first volume and the contents of subsequent volumes in a separate contents list in the appropriate volume. Lists of tables and illustrations should follow the table of contents and should list, with pages numbers, all tables, photographs, diagrams, etc., in the order in which they occur in the text.

2.10 Abbreviations

Where abbreviations are used, a key must be provided.

2.11 Referencing Styles

You must use an established referencing standard in your thesis (examples include Harvard or Numeric or other recognised referencing style used within a discipline). It is important that you familiarise yourself with the referencing conventions used in your subject area and you should seek further advice from your Supervisor or PGRT on employing the correct academic conventions for referencing and citing work within your discipline. You may also find the information on the Library website helpful: http://library.leeds.ac.uk/skills-referencing

2.12 Illustrative Material, Drawings, maps, photographs etc.

Illustrative matter should have a binding margin of at least 40 mm and, wherever practicable, be bound in the thesis near the appropriate text. Material that cannot conveniently be bound in the thesis should be included in a pocket inside the back cover. Photo-reduced tables and charts may be included in the thesis provided that the photo-reduced copies are of good-quality and in a form consistent with the need for clarity and legibility. The use of adhesives, glues and adhesive tape should be avoided. If your thesis includes particularly numerous or coloured
illustrations or you wish supporting documentation (which does not form part of the thesis) to be retained with the thesis (subject to the requirements in 3 below) you should discuss the most appropriate form for the retention of this material with your supervisor(s). Relevant staff in the Library will also provide advice.

2.13 Presentation of your name on the thesis

You must register with the University using your legal name (i.e. the name shown in your passport or other legal documentation) and you must use this registered name on your thesis. This is very important in terms of any future requests the University receives to verify the award of your degree. Your name must be presented in full on the title page, including any and all middle names which are held in the University’s records. The spine of the final, hard bound thesis should include all your initials plus your surname (see Section 10). If you wish to change your name from that used when you first registered with the University you must bring supporting evidence that the new name is valid to the Student Services Centre Counter. Such evidence includes a birth or marriage certificate, deed poll, etc. International students must bring their passports. The Change of Name Form for Research Degree Students is available on the Forms section of the PGR & Operations website and should be returned to PGR & Operations prior to the examination with the required documentary evidence.

www.leeds.ac.uk/rsa/forms/forms_admissions.html.

3.1 Inclusion of Supplementary Data/Information with the thesis

You may include a CD of supporting supplementary material within your thesis submission for examination. This should be used in exceptional circumstances only, where it is considered that it may be important for examiners to have access to supporting material. A Supplementary CD should not be used for material that is essential reading for the examiner in order for them to reach a considered evaluation of the work.

Where it is necessary to include a CD containing supplementary data/information alongside the printed thesis you will need to indicate this at the time of entry for examination by submitting the separate form available from: http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html. In such cases, you will be required to confirm that there is no requirement for the examiners to refer to the CD, although they may do so if they wish, and the thesis will stand alone and be intelligible and examinable without the CD. Where a CD does not meet this requirement, the Supervisor is asked to forward a case for inclusion of the CD in advance of the thesis submission, for consideration by the Examinations Group.

3.2 Practice-led research degree submissions

Candidates registered for a practice-led research degree must also consult their Faculty’s practice-led protocol available on the PGR&O website13. This document sets out specific 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.

13 http://www.leeds.ac.uk/rsa/graduate_board/protocols.html
4. Use of solely or jointly-authored publications within a thesis submission

The Graduate Board wishes to encourage all students to publish their work and disseminate their results, either before or after submission of a thesis. The Board has issued guidance upon the use of published work within a thesis (which has been carried out during the course of the candidature). This intended to provide candidates with further information on identifying the contribution of others to the work contained within the thesis. This is especially important when chapters might have been based on jointly authored publications as the examiners will need to be able to clearly identify the work directly attributable to the candidate to determine whether there is a substantially original contribution by the student and whether this contribution is at the appropriate level to merit the award of the degree.

The full guidance is published at: http://www.leeds.ac.uk/rsa/policies.html#thesis.

Where work, which has formed part of a solely or jointly authored publication, is to be included within a thesis (as outlined in the full policy), candidates must declare their intention to use this work on the appropriate section of the examination entry form. Candidates are required to confirm which chapters of the thesis will include work which has been published in solely or jointly authored publications with details of the publications (e.g. title, authors, publication etc.). In the case of work from jointly authored publications candidates must provide an outline of their contribution to the paper and that of the other authors to the work. A signature of one of the other authors to the paper is required to confirm the information supplied (in most cases this is the Supervisor). This will be copied and included with the paperwork sent to the examiners with the thesis.

If you have used in your thesis work which has been published in a solely or jointly authored publication then you must also provide loose copies of the publications alongside the copies of the thesis submitted for examination. A copy of each publication must be provided for each examiner. Publications should not be provided alongside (or bound into) the final, corrected, hard bound copies of the thesis (or eThesis).
5. Length of Thesis

During the examination of your thesis your examiners will be considering both the quality and value of your work and the way in which you have chosen to present your review, results, arguments and conclusions. Your ability to express your findings in a clear and concise manner will be under examination and excessive length or too discursive a style will be judged a weakness. Your supervisor is, of course, best placed to advise you on the desirable length and form of your submission within the University’s limits.

The University expects that theses will normally not exceed the following maximum lengths:\n
<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA, MSc, MSc(Eng) and MEd</td>
<td>30,000 words (100 pages)</td>
</tr>
<tr>
<td>MPhil</td>
<td>60,000 words (200 pages)</td>
</tr>
<tr>
<td>PhD (including Integrated PhD &amp; Master)</td>
<td>100,000 words (300 pages)</td>
</tr>
<tr>
<td>EdD</td>
<td>55,000 words (185 pages)</td>
</tr>
<tr>
<td>DClinDent</td>
<td>50,000 words (170 pages)</td>
</tr>
<tr>
<td>DHSC</td>
<td>50,000 words (170 pages)</td>
</tr>
<tr>
<td>MD</td>
<td>80,000 words (250 pages)</td>
</tr>
<tr>
<td>DClinPsychol</td>
<td>40,000 words (135 pages)</td>
</tr>
</tbody>
</table>

Please note that the above limits include all appendices & footnotes but not bibliographies/reference lists. Many Schools will expect theses to be substantially shorter than these limits and your own School may well have its own stipulated maximum. The page/word limits stated here do not cover the written submission of a practice-led research degree. Please see the PGR&O website for further advice [http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/practice_led/practice Led.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/practice Led.html)

5.1 Extensions to the maximum length of theses

It is accepted that in some disciplines it may be necessary to exceed the stipulated limit in individual cases. If you believe you cannot avoid exceeding the above maximum length, or the maximum length specified by your School, you should talk to your Supervisor and then, if necessary, the Postgraduate Research Tutor will seek approval from the Graduate Board. It is therefore in your own interests to consider the question of overall length during the initial stages of thesis preparation.

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14 The page limits given here are an approximation based on you having presented your thesis (text size, spacing) in accordance with these regulations. If your thesis is longer than the page limit but still within the word limit the School should send confirmation (including the word count) to rp_examinations@adm.leeds.ac.uk

15 DClinPsychol only: In exceptional cases, with the approval of their supervisor(s), candidates may include appendices (up to 20,000 words maximum) which will not be counted towards the overall word length of the thesis.
6. Format of the Temporary Binding (for the oral examination)

It is normal practice to submit a thesis for the oral examination in a temporary (soft) binding, with submission of the thesis in the final, hard bound format taking place after a successful examination and when any corrections identified by the examiners have been completed. The thesis for examination should be submitted in a temporary (soft) binding cover, that has either a glued spine or has been stitched into covers as follows:

(i) the temporary glued spine or stitched binding must be carried out by a book binder;
(ii) A4 size paper should be used and all text presentation, lay out, title pages, pagination, table of contents, tables, etc., should meet the regulations set out in 2 above;
(iii) the outside front cover should be green card (hi-speed board - emerald 230 mic or similar material and colour used by our recognised binders).
(iv) The outside of the cover should show your initials & surname, School(s), degree and year of submission. This information can be printed onto a sticker/label and applied to the front cover of the thesis. You are not required to include any information on the spine of your soft bound thesis.

Please note that a ring, spiral-bound or loose leaf binder is not an acceptable form of submission for examination.

6.1 Binders

The University’s Print & Copy Bureau can produce soft bound theses, which meet the above regulations. The Print & Copy Bureau is also able to facilitate the production of hard bound theses [http://www.leeds.ac.uk/estate_services/pcb/hardbinding.html](http://www.leeds.ac.uk/estate_services/pcb/hardbinding.html). They are located on level 6 of the Roger Stevens Building, Telephone 0113 3432668. The following firms will also undertake the binding (both soft and hard binding) according to these instructions:

<table>
<thead>
<tr>
<th>Messrs Hollingworth and Moss</th>
<th>Messrs Spink &amp; Thackray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enfield Terrace, Manor Street Industrial Estate, Leeds LS7 1RG (off Roundhay Rd near Sheepscar Junction)</td>
<td>Broomfield Bindery, Back Broomfield Crescent, Headingley, Leeds LS6 3BP (off Chapel Lane)</td>
</tr>
<tr>
<td>Tel: 0113 243 8642</td>
<td>Tel: 0113 278 0353</td>
</tr>
</tbody>
</table>

You should check, well in advance, whether the binders will be able to complete the work within the required time in order for you to meet your maximum time limit for submission of the thesis. The Binders will be particularly busy at certain times of the year (the end of each month, and especially the end of September) and are also closed at certain specified times each year.

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16 The regulations for the presentation of the hard bound theses are set out in section 9 of this document
Submitting your thesis for examination

7. Process for submission

Submission of the thesis for examination must be made to PGR & Operations. Theses must not be sent directly to the examiners.

Candidates 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 then 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 versions 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 on or before the maximum time limit for submission.

7.1 Submission in person

You can submit your thesis for examination in person at the Student Services Centre Counter in the Ziff Building. A Thesis Submission Receipt will be provided at the counter at the time of submission, but can be downloaded and filled out in advance and brought along at the time of submission. The form includes a Statement of Academic Integrity which must be signed.

7.2 Submission by Post

If you are not in Leeds you may submit your thesis by post (or arrange for a friend to submit at the Student Services Centre Counter on your behalf). A Thesis Submission Receipt should be obtained from the PGR & Operations web site, completed and sent in with the thesis. You must ensure that your thesis is posted in sufficient time to ensure it is received in PGR & Operations on or before the maximum time limit for submission.

7.3 Numbers of Copies of the thesis

One copy of the soft bound thesis must be provided for each examiner, therefore a minimum of 2 copies will be required but additional copies of bound theses must be provided where you have more than 2 examiners. A further copy of the thesis (which may be unbound) should be brought to the oral examination for your own use. You may also wish to print other copies for your supervisors’ use.

17 Counter opening times: http://www.leeds.ac.uk/studentservicescentre/faqs.htm
18 http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html
7.4 Deadline for Submission

You are bound by your maximum time limit for submission of the thesis. Where the maximum time limit for submission falls on a day when the University is closed as a consequence of a holiday period (for instance a Bank Holiday), the deadline for submission of a thesis to PGR & Operations will be no later than the end of the next working day. The concessions agreed by the Graduate Board to cover University closed days during this session are published on the PGR & Operations website at:

This does not apply where the maximum time limit falls on a Saturday or Sunday. If your maximum time limit for submission falls on a Saturday or Sunday, you will be required to submit your thesis to PGR & Operations on or before the last available working day of the month.

7.5 eThesis submission at the examination stage

If you are a doctoral candidate and you started your studies in or after September 2009 you must provide with each copy of the printed thesis an exact copy of the thesis in PDF format (preferably on a CD but other media is accepted e.g. DVD/USB). The pdf copy will be sent to your examiners alongside the soft bound copy. If you started your studies before September 2009 you are strongly encouraged to include a pdf copy with the printed thesis. MPhil and Mastership by Research candidates are exempt from this requirement.

7.6 Dispatch of your thesis to your Examiners

Your thesis will be sent out to your Examiners normally within 2 working days of submission providing that your thesis meets the University’s requirements and your examination entry form has been approved by the Examinations Group. PGR & Operations will send an email to your University account to confirm that your thesis has been sent out to your examiners and will include advice about the next stages in the process.

If PGR & Operations has only recently received your examination entry form (or your form has not yet been received), if there are any issues with the length or formatting of the thesis, or if your thesis has been submitted after the maximum time limit there will be a delay in sending your thesis out for examination.

7.7 Use of University facilities whilst awaiting the oral examination

All research students awaiting examination may continue to use the University facilities for a period of up to 6 months from the date of submission of the thesis. There is no charge for this. This will ensure that you are able to make use of University facilities whilst preparing for the oral examination and also for a short period after examination when you may be required to make

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19 However all research students should aim to submit their thesis by the end of their standard period of study. Please refer to the Research Student Handbook for further advice:
http://www.leeds.ac.uk/rsa/handbooks.html
minor amendments or correct stated minor deficiencies to your thesis. It will also assist with preparation of papers for publication.

The arrangements for this are made at the time you of thesis submission at the Student Services Counter and you can obtain a new student ID card. **Once your name has appeared on a University Pass List the student card will no longer be valid for use.** If there is a delay in your examination which means you need access for longer than 6 months please contact PGR & Operations (rp_examinations@adm.leeds.ac.uk)

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**7.8 Checklist: for the submission of the thesis for examination**

The following must be submitted to PGR & Operations at the Student Services Centre Counter (or by post):

- 2 soft bound copies of the thesis (additional copies of the thesis will be required if there are more than 2 examiners)
- A completed Thesis Submission Receipt (Statement of Academic Integrity) - either downloaded in advance or provided by the counter staff at the time of submission
- Loose copies of any solely or jointly authored publications (one copy of the publication should be provided for each examiner)
- A pdf eThesis copy of the thesis with each printed thesis (if you commenced doctoral study from September 2009.)

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20 ISS accounts remain active for 90 days after publication of the pass list.
[http://it.leeds.ac.uk/info/77/managing_your_account/143/what_happens_when_you_graduate](http://it.leeds.ac.uk/info/77/managing_your_account/143/what_happens_when_you_graduate)

Candidates can apply for a graduate card with the Library:
[http://library.leeds.ac.uk/membership#graduates_of_the_university_of_leeds](http://library.leeds.ac.uk/membership#graduates_of_the_university_of_leeds)
The oral examination

8.1 Preparing for your oral examination

A range of support is available to those nearing the completion of their research degree. The SDDU website (http://www.leeds.ac.uk/rtd/finalstages.html) highlights workshops which should support you in completing your degree programme and when preparing for your viva. This includes The Final Stages of Your Research and Thesis Presentation which covers guidance on University regulations and thesis presentation and Preparing For Your Viva which covers preparation for the viva and the University’s expectations.

A “mock viva” may be helpful for some students, and if so, you should consult your supervisors.

The requirements and learning outcomes for research degrees are provided in the Ordinance and Regulations and Programmes of Study at: www.leeds.ac.uk/rsa/graduate_board/pos.html. You might also find it helpful to look at the examiners’ report form which describes the criteria against which your examiners will be assessing your work21. The University provides all examiners with good practice advice on the conduct of the oral examination and you may find it helpful to consult this advice22 when preparing for your viva.

8.2 The oral examination

All candidates 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 standards for the degree, that you have written the work submitted and that you understand the work you have submitted. The University 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. The oral examination also gives you the opportunity to answer questions in areas where the Examiners are not satisfied; e.g. for a Doctoral degrees evidence of originality and independent critical ability is required and, 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 examination must be conducted in English23.

Additional tests may also be set by the Examiners. One purpose of these tests might be to establish that the thesis is your own work. This could include a short presentation to the

21 http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/staff/report_forms/report_form.html
22 http://www.leeds.ac.uk/rsa/policies.html#thesis
23 With the exception of research degrees in the modern languages, where, in certain circumstances approved by the Graduate Board, the viva might, with the agreement of the examiners, be conducted in a language other than English: http://www.leeds.ac.uk/rsa/policies.html#thesis
examiners at the start of the oral examination. A copy of the thesis (which may be unbound) should be brought to the oral examination for your own use. You are not permitted to bring to the oral examination any device containing a digitized copy of the thesis. Unless required for the purposes of a presentation/demonstration by the candidate, the use of electronic equipment/devices during the oral examination by candidates or examiners is not permitted.

8.2 Arrangements for your oral examination

Once the examiners have received your thesis they are asked to accept a timescale of 3 months in which to complete the oral examination. Detailed arrangements for the oral examination, which is normally held in the parent school, are made by the Internal Examiner. The School/Examiners are expected to take account of known religious observances when arranging the oral examination. PGR&O does not make these arrangements.

8.3 Attendance for the oral examination

The University requires the candidate to be in attendance 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 (6 months in the case of MD candidates). 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 your Postgraduate Research Tutor 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 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 research degree student 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 (15 months in the case of MD). Bearing in mind that examiners may become unavailable for various reasons, and a topic, once original may not remain so indefinitely, it is extremely unlikely that a request for a postponement to the oral examination exceeding these periods will be granted.

If you are studying on a Tier 4 visa, and your oral examination is scheduled outside of 3 months from submission of your thesis, the University may not be able to continue to sponsor you to remain in the UK whilst you are ‘awaiting examination’. In this instance you should contact the International Student Office for advice. Those students who have submitted their thesis and are preparing for their viva must continue to attend to the satisfaction of their School.
8.4 Attendance of your Supervisor at 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 have the right to ask the supervisor to leave the examination if they believe their presence may jeopardise the smooth running or integrity of the oral examination. Those present at the oral examination will be the candidate, the external examiner(s), the internal examiner(s), the independent chair (if appointed) and the supervisor (as an observer if it is decided that they should be present). 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 (ideally in the School but contactable by telephone is acceptable).

8.5 Attendance of an independent chair

In some circumstances an independent chair may be appointed for an examination. The role of the Independent Chair is to ensure that the examination is conducted fairly and professionally, and in accordance with University regulations. The Independent Chair is not expected to be an expert in the subject area, although they should be from a cognate discipline. As such the Independent Chair is not expected to read the thesis or play a role in academic examination of the candidate or question the candidate on the work being examined at the oral examination. Further details are given in the policy: http://www.leeds.ac.uk/rsa/policies.html#thesis.

8.7 ‘Mitigating circumstances’ for PGR students

For postgraduate research students, the Graduate Board accommodates ‘mitigating circumstances’ by considering a period of suspension or extension of study which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination. For research degrees there can be no “mitigating circumstances” with the criteria for award. In order to be eligible for the award of the degree, all students must complete an oral examination and the thesis submitted for examination must meet the stated criteria for award of the degree and the specified learning outcomes must be met. Any mitigating circumstances which may have affected the candidate during their period of study should not be taken into account as part of the assessment of the thesis and should never lead the examiners to award a research degree where the work is not felt to be of the appropriate standard. However such factors might be taken into account when determining whether any reasonable adjustments to the examination process should be considered, for example in the case of a disability, or in terms of what support the student may need in order to complete any amendments to the thesis after the examination.

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24 See the full policy published at: http://www.leeds.ac.uk/rsa/policies.html#progress
The result of the examination

The result of the examination should be given informally to you, normally after the oral examination but within 24 hours of completion of the oral examination. You will be given one of the outcomes outlined below.

8.7.1 Pass (no corrections)

If you have met the learning outcomes, and the thesis satisfies the requirements for award and does not require any alterations, the examiners may recommend the award of the degree without corrections. You must submit your final, hard bound thesis to PGR&O and upload a copy of your pdf ‘eThesis’ format within 3 months of your oral examination.

8.7.2 Pass with editorial and presentational corrections

If 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) the examiners may recommend the award of the degree subject to editorial and presentational corrections. You should then begin work on these corrections immediately. You will not receive these details from PGR & Operations. Your corrections must be completed and returned to your Internal Examiner, normally within 4 weeks from the oral examination.

8.7.3 Pass with minor deficiencies

If 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) the examiners may recommend the award of the degree subject to correction of minor deficiencies. The examiners are asked to provide the details of the corrections directly to you in writing within 1 working day of the viva. You should then begin work on these immediately. You will not receive these details from PGR & Operations. Your corrections must be completed and returned to your Internal Examiner, normally within 12 weeks from the oral examination.

8.7.4 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 candidate does not completely satisfy the examiners through their performance at the oral examination that the award of the degree is justified at this stage.

If the examiners recommend referral you will be required to revise your thesis, which may entail further research or any other activity required by the examiners, and resubmit this to PGR&O for re-examination. In addition to their report, the examiners are required to prepare ‘notes for guidance’ which outline the changes required. The examiners’ report and notes for guidance will be issued to you by PGR&O after approval by the Examinations Group. More detailed information covering the referral and resubmission process is available on the website.

8.7.5 MPhil award on a PhD submission

This recommendation applies to those candidates who fail to achieve the standard for the award of a PhD but who nevertheless satisfy the criteria for the award of the degree of MPhil. The examiners’ report will provide feedback on the reasons why this decision has been reached and this will be sent to you by PGR&O after approval by the Examinations Group.

8.7.6 Fail

If the examiners’ recommend that the thesis be failed there is no further opportunity to revise and submit the work. In their report the examiners must clearly explain their reasons for not recommending the award of a degree and this will be sent to you by PGR & Operations after approval by the Graduate Board’s Examinations Group.

8.7.7 Award with distinction / research excellence

Mastership by Research and MPhil degrees may be awarded with distinction; this is not possible with other research 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 PGR Studies.

8.8 Graduate Board’s Examinations Group

After the viva the examiners must produce a joint report which outlines their recommendation. The recommendation of the examiners is subject to confirmation by the Graduate Board’s Examinations Group which must consider the report at its next meeting. In some cases the Group may request further information from your examiners before giving final approval to the report. A copy of the approved examiners’ report will be emailed to your University email account (and your supervisor) by PGR&O after it has been approved by the Group. In the case of an award you should not wait to receive a copy of this report before beginning any editorial and presentational corrections or minor deficiencies to your thesis and should allow a period of up to 4 weeks from the date of the meeting for the report to be sent.

25 [http://www.leeds.ac.uk/rsa/thesesubmissionandexamination/students/referral.html](http://www.leeds.ac.uk/rsa/thesesubmissionandexamination/students/referral.html)
26 [http://www.leeds.ac.uk/rsa/policies.html#thesis](http://www.leeds.ac.uk/rsa/policies.html#thesis)
27 [www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates](www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates)
Completing any corrections to your thesis (after the oral examination)

9.1 Correcting any presentational and editorial corrections or minor deficiencies

After successful examination you should begin to prepare the final version of your thesis by undertaking any corrections and returning these to your Internal Examiner within the normal time period (4 or 12 weeks). Individual pages of the thesis must be fully corrected and it is not possible to simply provide an errata page. You must also ensure that the thesis abstract remains appropriate. You are advised to consult with your Supervisor(s) throughout this process. The Internal Examiner does not take a supervisory role during the correction period. S/he may, however, provide clarification of the corrections required. You should consult with your supervisor in the first instance and, if appropriate, your supervisor may contact the Internal Examiner for further clarification.

9.2 Approval of your corrections by the Internal Examiner

Once the corrections have been completed you must submit these to your internal examiner for checking. The external examiner must be consulted on the corrections if s/he wishes. To assist in the process of checking and approving the corrections it is strongly recommended that you provide your internal examiner with information outlining what corrections you have made, along with your corrected thesis. This could be in the form of tracked changes or supplied as a separate list. You should check with your internal examiner what format they would prefer. Once your internal examiner has approved the corrections s/he should notify PGR & Operations by email to rp_examinations@adm.leeds.ac.uk

At this point you can have the final thesis printed and hard bound in accordance with Section 10 below. Any PDF "eThesis" to be deposited with the University can also be prepared (see section 11).

9.3 Extensions to the correction periods

If you experience any problems completing and returning the corrections to your internal examiner by the 4/12 week deadline you must draw this promptly to the attention of your supervisor or Postgraduate Research Tutor. In exceptional circumstances the Examinations Group may consider a short extension to a correction deadline. Further advice can be found in the policy published at: http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.

28 Students working on corrections may still have contact with their supervisor and must continue to attend to the satisfaction of their School
Preparing and submitting your final thesis (after the oral examination)

10.1 Preparing your final thesis (after successful oral examination)

All students must submit their successful thesis for retention in the Library in hard bound format. If you are a doctoral candidate and you started study in or after September 2009 you are required to submit your successful thesis for retention by the Library in both hard bound form and also in electronic, pdf, form (the “eThesis”). If you are a doctoral candidate and you started study before September 2009 you are strongly encouraged to also submit your final thesis in pdf form, in addition to the hard bound copies. MPhil and Mastership by Research candidates must submit their final thesis in hard bound format only and are exempt from the eThesis arrangements.

10.2 Format of the hard bound thesis (and eThesis) contents

The final version of the thesis must be produced in accordance with the regulations set out in Section 2 above (Format of Thesis Contents) which also applied to the soft bound thesis submitted for examination, including paper, text size, pagination etc.

10.3 Format and presentation of the hard bound covering

The binding must be of a fixed kind in which the leaves are permanently secured and must be in the standard, hard bound format for theses at the University of Leeds. The covering must be in the standard form of dark green cloth (Arbelave 563 or similar material and colour used by our recognised binders). Lettering on the binding of the thesis must be in gilt, embossed (blocked) into the cloth as follows:

**Cover title:** the outside front cover must bear only the title of the thesis in at least 18 pt. (5 mm) lettering.

**Spine title:** the spine should include **only** the following in 18 pt. (5 mm)\(^\text{29}\) lettering:

(i) all the initials and the surname of the candidate\(^\text{30}\);
(ii) the School(s)\(^\text{31}\) (or appropriate academic Centre as shown on the title page - see Section 2 Title Page \([e]\) above);
(iii) the qualification for which the thesis is submitted \textbf{in abbreviated form}\(^\text{32}\);
(iv) the year of submission \textbf{for examination}\(^\text{33}\).

\(^{29}\) Where necessary a smaller point size may be used

\(^{30}\) The presentation of your name must correspond to the name held in the University’s registration records, including forename and all middle names.

\(^{31}\) For research students registered at an accredited institution your name should be followed by the name of the institution and the Department. If there is insufficient space the Department may be omitted.

\(^{32}\) Abbreviated as follows, either: PhD, EdD, MD, DClinPsychol, DClinDent, MPhil, MSc, MSc(Eng), MA

\(^{33}\) Or resubmission where the thesis is submitted following re-examination after referral
The lettering on the spine should read from top to bottom, i.e. so as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume, the spine should also bear the number of each volume. An example of the spine and abbreviations to be used can be found on the PGR&O website – http://www.leeds.ac.uk/rsa/assets/pdfs/thesis_submissionandexamination/for_students/Sample_title_page_Spine.pdf. Sample theses can also be viewed in PGR&O. The University’s Print and Copy Bureau can help with binding your thesis according to these requirements. They also offer an on-line service if you are no longer in Leeds http://pcb.leeds.ac.uk/for-students/.

10.4 Submitting your hard bound thesis

One copy of the final, corrected hard bound thesis must be submitted to PGR & Operations. This copy will be sent to the University Library after your name has appeared on a pass list. Some Schools also hold a copy of the final thesis in a local library or with the Supervisor. You must check with your School/Supervisor whether a second hard bound copy of the thesis is also required for these purposes. If a second copy is required this must be provided and failure to do so will delay the award of your degree. Arrangements for deposit of any required second copy should be made directly with your Supervisor or School/Faculty Office (not PGR&O).

If you were recommended for the award of the degree without corrections, the final hard bound thesis, must be submitted to PGR & Operations by no later than 3 months after the date of the viva. If your examiners’ recommendation was minor editorial corrections or stated minor deficiencies, the deadline is by no later than 3 months after the internal examiner has given approval to the corrections made to the thesis.

10.5 Thesis embargo arrangements (for doctoral candidates)

From September 2014 you no longer need to submit to PGR&O a print copy of the Thesis Deposit Form. You can now deposit the final eThesis and specify the thesis retention arrangements using the online eThesis deposit process. Please see section 11 below for further advice. Before you upload your eThesis you should discuss the retention of thesis arrangements with your supervisor. As part of the eThesis upload process you will be asked to specify the retention of thesis arrangements for the library and whether your eThesis can be made immediately available or whether a restriction on access might be necessary.

10.6 Thesis embargo arrangements (for MPhil and Mastership by Research candidates)

Any candidate not required to deposit an eThesis via the process described in Section 11 below must complete a print Thesis Deposit Form and submit this to PGR & Operations with the final, hard bound version of their thesis. This form specifies the retention of thesis arrangements for the library and whether your thesis can be made immediately available or whether a restriction on access might be necessary.

34 and your eThesis uploaded if required
35 www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.
10.7 Checklist: for the submission of the final copies of the thesis after examination

For doctoral candidates who commenced study in or after September 2009

The following must be submitted at the Student Services Centre Counter (or by post):

- 1 fully corrected, hardbound version of the thesis

The following must also be submitted using the online deposit process (see section 11.4)

- 1 pdf eThesis copy of the thesis (full text)

For MPhil, Mastership and doctoral candidates (who commended before Sept 2009)

The following must be submitted at the Student Services Centre Counter (or by post):

- 1 fully corrected, hardbound version of the thesis

- A completed Thesis Deposit Form
Preparing and depositing your eThesis (after the oral examination)

*New online deposit process*:
You can upload your final eThesis directly to White Rose eTheses Online:
http://library.leeds.ac.uk/researcher-thesis-upload

11.1 Submission of an eThesis (after successful oral examination)

Students who commenced doctoral study in or after September 2009 are required to deposit an exact, pdf copy of a final, successful doctoral thesis to be housed in White Rose eTheses Online (WREO). Storing theses and making them available in an open-access repository is becoming common practice both in the UK and internationally and ensures that the theses are appropriately described, safely housed and easy to obtain. Your thesis is likely to be read more widely and will be immediately available and readily searchable. It also helps meet the requirements of certain funding bodies, including research councils.

11.2 Preparing your final eThesis file

One complete eThesis file MUST be supplied. This must be a single file exactly replicating the content of the final, corrected printed and hard bound copy of your thesis and must be supplied as a PDF. Theses produced using other packages (Word, LaTex etc) should be converted to PDF for the final version. The single PDF file should include all appendices. On opening the PDF file the first page accessed by the user should be the title page of the thesis.

11.3 Preparing a redacted eThesis

Further advice about use of copyright material and when you may need to seek permission from the copyright holder is given on the Copyright pages of the Library. Students are expected to make all reasonable efforts to seek permission to include third party copyright material in the electronic version of their thesis. However, it is recognised that in some cases it may not be possible to gain permission, either because permission is declined, no response is received or because it would be too expensive. This means that you will not be able to make the full text of your eThesis available online. If you have not been able to obtain the permission of the copyright holder, you will need to prepare two versions of your eThesis as follows:

*eThesis 1* - A “complete eThesis” - a single file exactly replicating the content of the final, corrected printed/bound copy of your thesis.

*eThesis 2 – If supported by a case from the Faculty/School*, a “redacted eThesis” file with

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36 For eThesis FAQs see: http://www.leeds.ac.uk/rsa/thesessubmissionandexamination/students/ethesis/ethesis.html
37 http://library.leeds.ac.uk/copyright-for-phds
any third party copyright material redacted and replaced with a statement such as “This image has been removed by the author of this thesis for copyright reasons”. If possible, when removing material, a placeholder should be included to retain the pagination of the original document. A complete eThesis file MUST still be supplied but will not be made available online.

Please contact PGR & Operations for further advice if you feel it will be necessary to submit a redacted eThesis (rp_examinations@adm.leeds.ac.uk).

11.4 Uploading your eThesis (NEW Online final eThesis deposit process from 14/15)

From September 2014 you can now deposit the final eThesis (and redacted eThesis if required) using the online eThesis deposit process at: http://theses.whiterose.ac.uk/cgi/register. This replaces the previous requirement to supply your final eThesis on CD. You no longer need to submit a copy of your final eThesis on CD to PGR&O with a print copy of the Thesis Deposit Form. Instead, you can now specify the thesis retention arrangements and upload your eThesis using the simple online deposit process. You will still need to submit one hard bound copy of the thesis to PGR & Operations as described above.

You will need to create an account and register, after which you will receive confirmation of your username and password. From here you can manage your eThesis deposit via the 'Manage deposits' page. This will take you through a range of screens where you enter details about your thesis, including whether an embargo on access is needed (see below). You will be asked to upload your eThesis (and redacted eThesis if required).

Once the upload process has been completed you will receive confirmation via email. A confirmation email will also be sent to your supervisor and to PGR and Operations staff. The uploaded file will not go live until after your degree has been awarded and your name has appeared on a pass list. However if you have placed an embargo on access to your thesis then the files will not go live until after the embargo has expired.

11.5 Thesis embargo arrangements (for doctoral candidates)

Before you upload your eThesis you should discuss the retention of thesis arrangements with your supervisor. As part of the eThesis upload process you will be asked to specify the retention of thesis arrangements for the library and whether your eThesis can be made immediately available or whether a restriction on access might be necessary. You will also be asked to indicate a Creative Commons Licence for your work.\(^{38}\) Publication of an ethesis immediately after successful examination may, in some disciplines, reduce the prospects of the publication of monographs or papers by leading academic publishers or journals. The advent of digital publication is affecting the approach taken by publishers. Where a publication is likely to emerge from the thesis you should restrict access to your thesis for an appropriate period to allow your work to be published. You can restrict access to your thesis for one, two, three, five or twenty years (in the case of a patent pending). After the indicated period both the hard-bound copies and the eThesis will be released.

\(^{38}\) http://library.leeds.ac.uk/copyright-for-phds
Award of your degree and graduation

12.1 Award of a research degree

The award of a research degree cannot be confirmed until certain conditions have been met. The report and recommendation of your examiners is subject to approval by the Examinations Group. You must complete any corrections to the satisfaction of your internal examiner and submit your corrected, hard bound thesis to PGR & Operations (plus deposit an eThesis where prescribed). Please remember to return any borrowed equipment and Library books and check with your School/Faculty about any leavers’ protocol which you may need to follow.

12.3 Publication of Pass List

Pass Lists are published regularly throughout the year in the Student Services Centre foyer. Once your name has appeared on a pass list PGR & Operations will send you an email (to your University account) confirming that the award of your degree has been made.

Your degree can be awarded and your name published on a pass list once all the following conditions have been met:

- your examiners’ report has been approved by the Examinations Group at one of its meetings [http://www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates];
- PGR & Operations has received confirmation that the internal examiner is satisfied that any corrections have been completed.
- PGR & Operations has received one copy of the final, corrected, hard bound thesis;
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

In addition to the above

For doctoral students who commended study from September 2009
- You have also deposited the full text version of your eThesis in WREO. PGR&O will receive an automatic email notification once this has been completed.

For MPhil, Mastership and doctoral candidates who commended before Sept 2009 (not depositing an eThesis)
- You have also submitted a completed Thesis Deposit Form

In accordance with the decision of the Graduate Board no exceptions will be permitted and the staff in PGR & Operations have no discretion in these matters.
12.5 Graduation choices

Degree ceremonies are held in July and December of each year. Further information is published on the University’s Graduation Pages at http://www.leeds.ac.uk/graduation/index.htm. Please note attendance at a degree ceremony is not guaranteed and is subject to the award of your degree before the ceremonies. The examination of theses can take time and the University cannot guarantee that a thesis will always be examined in time for the next graduation ceremony. If you do not wish to attend a ceremony, you can choose to have your degree conferred in absentia and your certificate will be posted to you. A degree can only be conferred on one occasion, either at a degree ceremony or in absentia.

You will be required to register your graduation choice (either a ceremony or in absentia) on-line after you have submitted your thesis for examination. Further instructions will be provided at the time of thesis submission, but can also be found on the degree ceremonies website. Registration for graduation will not be available until after you have submitted your thesis to PGR & Operations for examination, however you do not need to wait until your name has appeared on a pass list in order to register your graduation preference.

12.6 Degree Certificate

The University provides each successful candidate with one original copy only of the certificate bearing their full name according to University records on the date on which their degree was awarded (the date of the Graduate Board’s Examinations Group meeting). You cannot change the name registered in the University’s records after that date. If a replacement certificate is required in the future (e.g. if the original copy is lost or destroyed), this will bear the name under which you graduated.

12.7 Diploma supplement and statement

At Leeds, a Diploma Supplement and Statement is issued to research students who commenced study in or after September 2003 together with their certificate. An information booklet is included which describes the level and nature of the award and of the awarding body.

13. Doctorate Extension Scheme CAS

Further information can be found on the International Student Office web page at: http://www.internationalstudentsupport.leeds.ac.uk/immigration/working_after_study/

Updated February 2015

39 http://www.leeds.ac.uk/graduation/conferment.htm
Useful documents and links

The following documents relating to the submission and examination of theses are published on the PGR & Operations website:

**In the Policies section: [www.leeds.ac.uk/rsa/policies.html](http://www.leeds.ac.uk/rsa/policies.html)**

- Guide to the thesis examination process (including the thesis Format Requirements)
- Use of solely and jointly authored publications in a thesis submission
- Inclusion of a CD within a thesis submission
- Suspensions/Extensions during the referral period & extensions to correction deadlines
- Instructions to Examiners
- Eligibility criteria for the appointment of examiners and independent chairs
- Guidelines for the use of Video Conferencing
- Procedures for investigating plagiarism in research degree
- Submission of a thesis in a language other than English (applies only to candidates registered in the School of Modern Languages & Cultures)
- Research Excellence Policy

**In the Forms section: [http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html](http://www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html)**

- Examination Entry Form
- Thesis Submission Receipt (including the statement of academic integrity)
- Examiners Final, Joint Report Form
- Thesis Deposit Form