These regulations cover theses submitted for examination for the research degrees including MA, MEd, MSc, MSc(Eng), MPhil, PhD, EdD, DPM, MD, DBM DClinDent & DClinPsychol. For other degrees where it is a requirement of the scheme of study that dissertations/reports be submitted in a prescribed form, advice should be sought from the School concerned. Candidates are asked to write to Research Student Administration if, for any reason, they are unable to comply with the Regulations set out on the following pages (rp_examinations@adm.leeds.ac.uk).

Guidance on the preparation of theses in accordance with these requirements, digitized copies (eTheses), deposit, publication and copyright and intellectual property right issues is published separately on the RSA website and candidates should ensure they have also read this advice: http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html.

Further guidance on the processes for examination entry, submission of the thesis and arrangements for the viva can be found in the Research Student Handbook and on the RSA web pages: http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/for_students.html.

Sections in this document:

1. Entry for Examination
2. Regulations for the format of Thesis Contents
   - Paper
   - Text
   - Lay-out
   - Pagination
   - Presentation of the Title page
   - Second Page (Intellectual Property and Publication Statements)
   - Acknowledgements page
   - Abstract
   - Table of Contents and Lists of Tables and Illustrative Material
   - Abbreviations
   - Referencing Styles
   - Illustrative Material, Drawings, maps, photographs, computer print-out etc
3. Inclusion of Supplementary Data/Information on an additional CD
4. Length of Thesis
5. Format of the Temporary Binding (for examination)
6. Process of Submission for Examination in a temporary binding
7. Process of Submission of the hard bound theses after successful examination
8. Format of the Hard Bound Theses (after successful examination)
10. Degree Award and Conferment
11. An. I Advice to candidates on the use of their work, which has formed part of solely or jointly-authored publications, within a thesis submission
12. An. II Format and Presentation Regulations for Practice-Led Research Degree Submissions

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1 Under the arrangements which came into effect for students commencing study from 01/09/09 onwards
1. **Entry for Examination**

At least three months before the submission of the thesis, the candidate must enter for examination by completing the University Examination Entry Form\(^2\) and giving it to their supervisor. Candidates are advised to start thinking about the Examination Entry Form well in advance of this deadline, as it may take time to find suitable examiners who are available to examine the thesis. Further information is given on the RSA website at: [http://www.leeds.ac.uk/rsa/thesessubmissionandexamination/students/submitting_the_thesis/entry_form.html](http://www.leeds.ac.uk/rsa/thesessubmissionandexamination/students/submitting_the_thesis/entry_form.html)

2. **Regulations for the Format of Thesis Contents**

The following regulations apply to the presentation and format of the both the temporary copies submitted for examination (see section 5) and the final hard bound copies submitted after a successful examination (see section 8)

**Paper**

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

**Text**

Theses shall be presented in a clear, standard font of 11 to 12pt size\(^4\). 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). Candidates should consult with their Supervisor regarding any text/font conventions normally used in their discipline. Copies produced by xerographic or comparable permanent processes are acceptable. Text that is in upper case only or in which some letters are non-standard is not acceptable as thesis text. The thesis must be written in English\(^5\).

**Lay-out**

Margins at the binding edge shall be not less than 40 mm and other margins not less than 20 mm. Typing shall be in double or one and a half line spacing (except indented quotations or footnotes where single spacing may be used). If a candidate chooses to produce double-sided text, particular care must be taken 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.

**Pagination**

Pages of text and appendices shall 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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\(^2\) [http://www.leeds.ac.uk/rsa/thesessubmissionandexamination/students/submitting_the_thesis/entry_form.html](http://www.leeds.ac.uk/rsa/thesessubmissionandexamination/students/submitting_the_thesis/entry_form.html)

\(^3\) Practice-led PhD Candidates have a separate form and arrangements outlined in Annex II of this document.

\(^4\) Footnotes to a thesis may, if the candidate wishes, be typed in 12 pt when the body of the thesis has been produced in 11 pt.

\(^5\) With the exception of the School of Modern Languages and Cultures, where, in certain circumstances approved by the Graduate Board, a thesis may be submitted in a language other than English.
Title page

The title page shall give the following information:

(a) The full-title and sub-title if any, as held in the University’s records;

(b) The volume if more than one;

(c) The full name of the author, as held in the University’s registration records;

(d) "Submitted in accordance with the requirements for the degree of" with the name of the relevant degree added in full afterwards;

(e) "The University of Leeds" followed by either

   (i) the name of the School in which the student was registered and supervised; or

   (ii) if the student received formal supervision in two Schools (one of which being the School of registration) the names of two Schools may be included if the student wishes; 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 the student is 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;

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

6 This must include all middle names held in the University records. The presentation of the name in the University records is normally expected to correspond with that shown in the candidate’s passport or other legal documentation. Changes to the name held in records cannot be made after the candidate’s name has appeared on a pass list. See the Research Student Handbook for further advice.

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

8 The thesis must show the month and year of submission for examination (or resubmission for re-examination following referral). 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)
The second page of the thesis shall give the following information:

(a) One of the following statements: either

(i) "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) In those cases where work which has formed part of jointly-authored publications has been used to form the basis of a chapter(s) (see also Appendix I of this document)

“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^9. The candidate confirms that appropriate credit has been given within the thesis where reference has been made to the work of others.”

(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”^10

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

(d) Optional - Assertion of moral rights^11. 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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9 In those cases where work which has formed part of jointly-authored publications has been used to form the basis of a chapter(s) the candidate must outline: (a) the details of which chapters within the thesis have been based on work from jointly-authored publications; (b) details of the jointly-authored publications which have been used (e.g. title, names of authors, publication details etc.); (c) details of the work contained within these publications which is directly attributable to the candidate; and (d) details of the contributions of the other authors to the work. See Appendix I for further advice.

10 For further information see the University’s IPR Policy at: http://www.leeds.ac.uk/research/hbook/ipr3.htm

11 See section 14 of the Guidance on eThesis Preparation, Copyright and Publication http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html
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)

Abstract

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

Table of Contents and Lists of Tables and Illustrative Material

The table of contents shall immediately follow the abstract. It shall 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 whole thesis; any appendices; the index (if provided).

If the thesis comprises more than one volume, the contents of the whole thesis shall 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 shall follow the table of contents and shall list, with pages numbers, all tables, photographs, diagrams, etc., in the order in which they occur in the text.

Abbreviations

Where abbreviations are used, a key must be provided.

Referencing Styles

Candidates must use an established referencing standard in their thesis (examples include Harvard or Numeric or other recognised referencing style used within a discipline). It is important that candidates familiarise themselves with the referencing conventions used in their subject area and they should seek further advice from the Supervisor or Postgraduate Research Tutor on employing the correct academic conventions for referencing and citing work within their discipline.

Illustrative Material, Drawings, maps, photographs, computer print-out, 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 at all possible but, if their use cannot be avoided, candidates should ensure that the type used is selected from those specialist products available that will give permanent adhesion without affecting the quality of the insertion.
Candidates are warned that many materials degrade with time and it is important that only materials of archival quality are used. Candidates whose theses include particularly numerous or coloured illustrations or who wish supporting documentation (which does not form part of the thesis) to be retained with the thesis should, subject to the requirements in 3 below, discuss the most appropriate form for the retention of this material with their supervisor(s): relevant staff in the Library will also provide advice.

3. **Inclusion of Supplementary Data/Information on an additional CD with the thesis submitted for examination**

Candidates may include a CD of supporting supplementary material within their 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 candidates are required to indicate this at the time of entry for examination by submitting the separate form available from: [http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/cd.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/submitting_the_thesis/cd.html).

In such cases, candidates are required to confirm that there must be 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.
4. 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.

The University expects that theses will normally not exceed the following maximum lengths:

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA, MEd, MSc and MSc(Eng)</td>
<td>100 pages or 30,000 words</td>
</tr>
<tr>
<td>MPhil</td>
<td>200 pages or 60,000 words</td>
</tr>
<tr>
<td>PhD (including Integrated PhD &amp; Master)</td>
<td>300 pages or 100,000 words</td>
</tr>
<tr>
<td>EdD</td>
<td>185 pages or 55,000 words</td>
</tr>
<tr>
<td>D Clin Dent</td>
<td>165 pages or 50,000 words</td>
</tr>
<tr>
<td>DHSC</td>
<td>165 pages or 50,000 words</td>
</tr>
<tr>
<td>MD</td>
<td>250 pages or 80,000 words</td>
</tr>
<tr>
<td>DPM</td>
<td>200 pages or 60,000 words</td>
</tr>
<tr>
<td>D Clin Psychol</td>
<td>135 pages or 40,000 words</td>
</tr>
</tbody>
</table>

Please note that the above limits include appendices & footnotes but not bibliographies. Many Schools will expect theses to be substantially shorter than these limits and your own School may well have its own stipulated maximum.

It is accepted that in some disciplines it may be necessary to exceed the stipulated limit in individual cases and students must consult with supervisors so that the School may make a written case to the Graduate Board prior to submission. You should seek your supervisor’s approval of the overall length of your submission.

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. Some publications are available to assist students in the editing of their theses. Enquiries can be made to the Edward Boyle and Brotherton Libraries about relevant works.

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12 Please note that the page/word limits stated here do not cover the written submission of a practice-led research degree. Candidates who have been accepted for study towards one of the practice-led forms of submission should refer to Appendix I of this document for further advice.

13 135 pages or 40,000 words for candidates commencing before 2001-2002

14 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.
5. Format of the Temporary Binding (for examination)

Candidates should submit to Research Student Administration for examination the copies of the printed thesis contained within a temporary binding 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., shall be produced in accordance with the regulations set out in 2 above;

(iii) the outside front cover shall be dark green card (hi-speed board - emerald 230 mic or similar material and colour used by our recognised binders). The outside of the cover should show the candidate’s initials, surname, School(s), degree and year of submission. This information should be printed on an appropriate adhesive label applied to the front cover of the thesis.

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

The University’s Print & Copy Bureau (formerly Media Services) can produce temporary bound theses, which meet the above regulations. The Print & Copy Bureau is also able to facilitate the production of hard bound theses. They are located on level 6 of the Roger Stevens Building, Telephone 0113 3432668.

The following firms will also undertake the binding (both temporary 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 (off Chapel Lane), Headingley Leeds</td>
</tr>
<tr>
<td>Tel: 0113 243 8642</td>
<td>Tel: 0113 278 0353</td>
</tr>
</tbody>
</table>

Candidates are advised to check, well in advance, whether the binders will be able to complete the work within the required time. There is a great pressure of work during August and September. The binders are also closed at certain specified times each year.

15 The regulations for the presentation of the hard bound theses are set out in section 8 of this document
6. Process of Submission for Examination in a Temporary Binding

Submission can be made in person at the Student Services Centre Counter in the Ziff Building, or by post. A Thesis Submission Receipt will be provided at the counter at the time of submission, but can be download and filled out in advance from: www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html and brought along at the time of submission. The form includes a Statement of Academic Integrity which must be signed. Candidates who are not in Leeds may submit their thesis to the University by post. A Thesis Submission Receipt should be obtained from the RSA web site\textsuperscript{16} and completed and sent in with the thesis. The candidate must ensure that their thesis is posted in sufficient time to ensure it is received in the Research Student Administration on or before the maximum time limit for submission.

**Deadline for Submission**

Candidates are reminded that they are bound by their maximum time for limit for submission of their 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 Public Bank Holiday), the deadline for submission of a thesis to Research Student Administration 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 2011/12 are published on the RSA website at: http://www.leeds.ac.uk/rsa/thesis/students/submitting_the_thesis/submitting.html.

This does not apply to candidates whose maximum time limit falls on a Saturday or Sunday. Where the maximum time limit for submission falls on a Saturday or Sunday, candidates will be required to submit their thesis to Research Student Administration on or before the last available working day of the month.

**Numbers of Copies**

One copy of the 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 there are more than 2 examiners. A further copy of the thesis (which may be unbound) should be brought to the oral examination for the candidate’s own use. Candidates may also wish to print other copies for their supervisor’s use. Candidates are not permitted to bring to the oral examination portable IT equipment containing a digitized copy of the thesis.

**eThesis**

Doctoral candidatures commencing their candidatures in or after September 2009 must include in each copy of the printed thesis a digitized exact copy of that thesis in PDF format on a CD in a pocket at the back of the thesis. Doctoral Candidates commencing their candidatures before September 2009 are strongly encouraged to include a digitized copy with their printed thesis. MPhil and Mastership by Research candidates are exempt from this requirement.

\textsuperscript{16}http://www.leeds.ac.uk/rsa/assets/word/Forms/Thesis\%20SubmissionExamination/thesis_submission_receipt.doc
7. Process of Submission of the final hard bound theses after Successful Examination

Undertaking correction of minor errors or stated minor deficiencies

After successful examination candidates should prepare the final version of their thesis by undertaking any minor editorial corrections or stated minor deficiencies to the satisfaction of the Internal Examiner. Individual pages of the thesis must be fully corrected and it is not possible simply to provide an errata page. Candidates must also ensure that the thesis abstract (summary) remains appropriate. Candidates are advised to consult with their Supervisor(s) throughout this process. Further information on this process, including the deadline for corrections can be found on the Research Student Administration web site at: http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/after_oral_exam.html

Thesis Deposit Form

Before having the final hard copies of the thesis bound, all candidates should complete the Thesis Deposit Form. 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. Further advice on this is given in the Guidance on eThesis Preparation, Copyright and Publication published at http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html.

The Library retention details on the Thesis Deposit Form must be countersigned by the Supervisor and Postgraduate Research Tutor. The Internal Examiner must also sign this form where any corrections were required to the thesis (see below).

Approval of corrections by the Internal Examiner

Once the Thesis Deposit Form has been completed candidates can submit this along with their completed corrections to their Internal Examiner. Once the Internal Examiner has approved the corrections s/he should sign the Thesis Deposit Form to confirm her/his agreement (after consultation with the external examiner if s/he wishes to be consulted on the corrections which have been undertaken). At this point the candidate can have the final thesis printed and hard bound in accordance with Section 8 below. Any PDF “eThesis” to be deposited with the University can also be prepared (see Section 9 below) in accordance with the information given in the Guidance on eThesis Preparation, Copyright and Publication which is available on the RSA website.

17 www.leeds.ac.uk/rsa/forms/forms_thesissubmission.html.
18 Candidates who were awarded their degree without the need for any corrections do not need to arrange for the Thesis Deposit Form to be signed by the Internal Examiner.
19 Alternatively the Internal Examiner can send email confirmation of the completed corrections to rp_examinations@adm.leeds.ac.uk or written confirmation to RSA. In these cases the Thesis Deposit Form can be submitted to RSA without the signature of the Internal Examiner.
8. Format of the Hard Bound Theses (after successful examination)

A4 size paper should be used and all text presentation, lay out, title pages, pagination, table of contents, tables, etc., shall be produced in accordance with the regulations set out in 2 above (Format of Thesis Contents).

The binding shall be of a fixed kind in which the leaves are permanently secured. The boards shall be sufficiently rigid to support the weight of the work when the book is standing on a shelf. The covering shall be in the standard form of dark green cloth (Arbelave 563 or similar material and colour used by our recognised binders), a sample of which may be obtained from Research Student Administration.

Lettering on the binding of the thesis shall be in gilt, embossed (blocked) into the cloth as follows:

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

**Spine title:** the spine shall bear in 18 pt. (5 mm)²¹ lettering:
(i) the initials and surname of the candidate²²;
(ii) the School(s)²³ (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 submitted²⁴;
(iv) the year of submission for examination²⁵.

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.

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²¹ If practicable. Where necessary a smaller point size may be used.
²² The presentation of the name must correspond to the name held in the University’s registration records, including the initials for the forename and all middle names.
²³ In the case of research students registered at accredited institutions (Leeds Trinity University College or York St John University) the name of the student should be followed by the name of the institution and the Department name. If there is insufficient space on the spine the Department may be omitted.
²⁴ In abbreviated form, either: PhD, EdD, MD, DClinPsychol, DDSc, DPM, DClinDent, MPhil, MSc, MSc(Eng), MA
²⁵ Or resubmission for examination where the thesis is submitted following re-examination after referral.

Doctoral candidates commencing study in or after September 2009 are required to submit their successful thesis for retention by the Library in both hard bound form (as outlined in 8 above) and also in electronic, pdf, form (the “eThesis”). Any doctoral candidate commencing research before September 2009 is strongly encouraged to also submit their final thesis in pdf form, in addition to the hard bound copies. MPhil and Mastership by Research candidates are exempt from this arrangement.

The pdf “eThesis” must be a single file **exactly replicating** the content of the printed/bound copy of the thesis. On opening the pdf file the first page accessed by the user should be the title page of the thesis, which includes all the information outlined in Section 2 above. The eThesis must be supplied, preferably on CD; however other forms of electronic media (DVD or USB stick) would be accepted where CD is not practical due to the size/nature of the thesis. The CD should be labelled externally and on its protective case to show the full name of the candidate, School, the year of submission for examination and the title of the thesis. Advice on the preparation and presentation of a thesis in eThesis format is given in the separate *Guidance on eThesis Preparation, Copyright and Publication* published at [http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html](http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/ethesis/copyright.html).

10. **Submission of the final, hard bound thesis (and eThesis)**

The fully corrected hardbound version of the thesis (plus PDF copy for those candidates commencing study from September 2009 – see section 9 above), **with a completed Thesis Deposit Form**, (which will include confirmation from the Internal Examiner that any corrections have been completed) should be submitted at the Student Services Centre Counter.

It should also be noted that candidates will also be subject to the relevant debt checks before approval to award can be given. This includes fees, accommodation and Library debts. Outstanding library books will be classed as a debt and therefore any books should be returned to the Library as soon as possible, or transferred to a staff account where possible.

11. **Award of the degree and graduation**

The decision of the examiners is subject to confirmation by the Graduate Board’s Examinations Group which will consider the examiners’ report normally at the next meeting [http://www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates](http://www.leeds.ac.uk/rsa/graduate_board/examinations.html#dates).

No recommendation for the award of a degree will be approved until the hard bound thesis (with digitized copy in PDF format where prescribed) has been submitted to Research Student Administration accompanied by a completed *Thesis Deposit Form* in accordance with the requirements set out above. In accordance with the decision of the Graduate Board no exceptions will be permitted and the staff in Research Student Administration have no discretion in this matter.
Publication of Pass List

Pass Lists are published regularly throughout the year in the Student Services Centre foyer. A candidate’s 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;
- RSA has received confirmation that the internal examiner is satisfied that any corrections required to the thesis have been completed;
- RSA has received the final, hard bound version of the thesis with a fully completed thesis deposit form;
- For candidates commencing study from September 2009 onwards, RSA has also received the final version of the thesis in pdf eThesis format;
- all debts to the University have been paid - this includes payments of all fees and fines, and returning all library books.

Graduation

In accordance with the University regulations, no person can say they have a degree of the University until that degree has been both awarded to and conferred upon them by the University. Degree ceremonies are held in the Great Hall of the University in July and December of each year. Further information is published on the University’s Graduation Pages at http://www.leeds.ac.uk/ceremonies/. 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 sent out to you. Please note a degree can only be conferred on one occasion, either at a degree ceremony or in absentia. Once your degree has been conferred in absentia and you have been sent your certificate it is not then possible to attend a degree ceremony. 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: http://www.leeds.ac.uk/ceremonies/conferment.html. Further information and key dates are published at: www.leeds.ac.uk/rsa/thesis/students/getting_degree.html

Degree Certificate

Please note that the University provides each successful candidate with one original copy only of the certificate bearing the full name of that candidate according to its records on the date on which the candidate appeared on a pass list. Changes to the name registered in the University’s records cannot be made after that date. If a replacement certificate is required in the future (e.g. if the original copy is lost or destroyed), this will also bear the full name under which the candidate graduated.

JYF/CM/Sep 2011
Annex I

Theses submitted for research degrees at the University of Leeds: Advice to candidates on the use of their work, which has formed part of solely or jointly-authored publications, within a thesis submission

Background

The Graduate Board is aware of the importance of publication and wishes to encourage all students to publish their work and disseminate their results, either before or after submission of a thesis. The Board has considered the guidance which can be issued to candidates and supervisors upon the situations when the use of published work within a thesis (which has been carried out during the course of the candidature) is relevant and acceptable to the University. This guidance, outlined below, is 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.

Advice to candidates

1. A collection of publications bound together is not an acceptable form of submission for a research degree thesis at the University of Leeds.

2. Where the student is the sole, lead or a primary author on a publication the University will permit the use of the work contained within the publication to form all or part of a chapter of the thesis. In all cases the work must be reformatted and rewritten to ensure integration with the hypotheses and central arguments of the thesis to ensure that it reads as a coherent whole. It is not acceptable to simply include the work, as published, to form a chapter of a thesis. Where the student has contributed to a multi-authored publication and their contribution is not significant the work should not be used to form part of a chapter of a thesis.

3. Examples of the types of restructuring which might be required include changing the font to meet with the University’s format and presentation regulations, removing the title and list of authors from the beginning of the chapter, relocating the methodologies, replacing the word “we” with “I” etc. Instances of repetition should be removed as much as possible to ensure that the thesis is a coherent and readable piece of work. It may not be necessary to remove the abstract from the beginning of the chapter.

4. Where a student has used work from a solely or jointly-authored publication to form part of a chapter of the thesis then s/he must also provide loose copies of

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1 For the purpose of this document, the term “publication” refers to work which has been submitted or accepted for publication, in addition to work which has been published
2 The term “lead” refers to the contribution of the student to the work, rather than the order in which the names of the authors appear on the publication
4 Copies of publications should not be bound into the copies of the thesis
the publications alongside the copies of the thesis submitted for examination\(^5\), to assist the examiners. A copy of each publication must be provided for each examiner.

**Examination Entry Form**

5. Where work, which has formed part of a solely or jointly-authored publication, is to be included within a thesis (as outlined in 2 above), candidates must declare their intention to use this work on the appropriate section of the examination entry form. Candidates are required to:

(i) confirm their intention to include work already published as part of a solely or jointly-authored publication (where they have been the lead or primary author);

(ii) 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.

**Presentation of the thesis**

6. Where work which has formed part of jointly-authored publications has been included in a thesis 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 to the subject concerned and whether the student’s contribution is at the appropriate level to merit the award of the degree.

7. To assist the examiners in this process, candidates must ensure that the following information is included within their thesis:

(i) the appropriate statement is presented on page 2 of their thesis as follows:

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.

(ii) the page immediately after the title page of the thesis must be used to explicitly outline:

\(^5\) Copies of publications are required alongside the thesis submitted for examination only. In the event of a successful examination, candidates are not required to supply copies of publications alongside the final, corrected hard bound copies of the thesis.
a) the details of which chapters within the thesis have been based on work from jointly-authored publications and/or manuscripts;
b) details of the jointly-authored publications which have been used (e.g. title, names of authors, publication/submission details etc.);
c) details of the work contained within these publications which is directly attributable to the candidate;
d) details of the contributions of the other authors to the work (in the case of jointly-authored publications)

Copyright Information

Under UK Copyright Law the student does not technically need the permission of the copyright holders (publishers/co-authors) to include work, that has already been published, in the thesis they submit for examination, provided that it is correctly acknowledged and referenced. However should the student wish to publish the thesis, including such previously published work, after the examination, possibly in a modified form, he/she will need the permission of all the copyright holders (and fellow authors) of the previously published work before any such “republication”. If the work has already been published digitally (e.g. in a specialist journal on the www) it is desirable to consult the terms and conditions imposed by the copyright holder(s) before approaching the digital publishers. If the (new) publication is likely to be (or include) in digital form then the copyright permission obtained from the holders of the copyright of any included extracts should specifically cover the right to publish digitally.

Updated September 2010
Format and Presentation Requirements for Practice-Led Research Degree Submissions

The following requirements are applicable to candidates registered for a practice-led research degree candidature in one of the following Schools, offering practice-led research programmes:

School of English
School of Fine Art, History of Art & Cultural Studies
School of Music
School of Performance & Cultural Industries
School of Design
York St John University

Where candidates have been accepted for study towards one of these alternative forms of submission, candidates should ensure they are fully aware of the submission requirements for these degrees, as laid down in Ordinance X and its associated regulations.

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 Library (including any live practice that has been assessed).

Students 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 the University’s ethical procedures (see endnote 1) and legal requirements of the Data Protection Act (see endnote 2).

Entry for Examination

For candidates commencing study prior to 01 September 2010
Practice-led candidates are required to complete the examination entry form available from http://www.leeds.ac.uk/rsa/thesissubmissionandexamination/students/for_students.html
Candidates must complete their section of the form in consultation with their supervisors and leave the form with their School for the remaining section to be completed before it is sent to Research Student Administration a minimum of three months before the intended submission date of the thesis.

For candidates commencing study on or after 01 September 2010
For Practice-led research degree candidates who commenced their study from September 2010 onwards, the “Practice-led Research Degree Examination Entry Form” must be completed and returned to Research Student Administration a minimum of 3 months prior to the date of the first live practice event (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.
Thesis length

For candidates commencing study prior to 01 September 2010
A written statement is required of normally between 15,000-20,000 words for PhD (for practice-led research in the School of English a written submission of normally 30,000-40,000), which provides an exposition of the research question(s) and indicates the manner in which the research is embodied in the practice. This written statement must accompany the alternative submission.

For MPhil a written submission of between 10,000-15,000 words is required (10,000-20,000 in the School of English)

For candidates commencing study on or after 01 September 2010
A minimum word limit of 10,000 for MPhil and 15,000 for PhD and maximum word limit of 30,000 for MPhil and 50,000 for PhD is applicable to all practice-led PhDs across all Schools.

It should be noted that the maximum limits are not intended to be interpreted as a requirement for the length of the thesis and that in certain disciplines the thesis may be considerably shorter.

Format for submission – for all practice-led candidates

Where the final submission comprises of practice for assessment, in addition to the written thesis, all assessed (and associated) documentation must be presented in the following format. The following format requirements apply to all practice-led research degree candidates irrespective of the start date of study.

i. Submission of documentation prior to examination
A minimum of two copies of the following documents must be submitted to Research Student Administration prior to examination. One copy is required for each examiner and therefore more than 2 copies will be required where the candidate has more than two examiners:

- The documentation (written submission and all other submitted material) is to be housed in a box-file (normally A4, but A3 may be used), to be housed upright with appropriate labelling on the spine and front cover;
- The written submission, can be soft-bound, and should accord with the “Regulations for the Format and Presentation of Theses for Research Degrees” above;
- A record of the practice for assessment and associated documentation, should be presented in an appropriate format for archiving purposes;
- A table of contents should be firmly pasted on the inside of the box lid;
- CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents.

ii. Submission of final documentation after successful examination
Two copies of the following documents must be submitted to Research Student Administration after a successful examination (and after amendments where appropriate):
• The documentation (written submission and all other submitted material) should be housed in a box. The covering shall be in the standard form of dark green cloth and lettering shall be gilt, embossed into the cloth, which will be shelved upright with appropriate lettering on the forward edge (equivalent to a spine on a thesis) and on the front cover, in accordance with the “Regulations for the Format and Presentation of Theses for Research Degrees” above;

• Hard-bound written submission, which should accord with the regulations outlined in the “Format of Hard Bound Theses (after successful examination)” section within the “Regulations for the Format and Presentation of Theses for Research Degrees”;

• A record of the practice, which has been assessed and associated documentation, should be presented in an appropriate format for archiving purposes;

• A table of contents should be firmly pasted on the inside of the box lid;

• CDs, DVDs or other approved media for submission should be submitted in standard slip-cases which should be clearly labelled with detailed contents.

iii. Submission of the Ethesis

• Doctoral candidates commencing study in or after September 2009 are required to submit their successful thesis for retention by the Library in both hard bound (as outlined in ii above) and electronic form.

• An exact replica of all final documentation submitted after a successful examination, must also be provided in appropriate electronic files (for example pdf, jpeg, mp3) supplied on a CD/DVD, presented in accordance with the instructions given in the Guidance on Ethesis Preparation, Copyright and Publication, published on the Research Student Administration website.

Endnotes

1. Guidance on ethical procedures and obtaining consent is available at [http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/university_ethics_policies/](http://researchsupport.leeds.ac.uk/index.php/academic_staff/good_practice/university_ethics_policies/)

2. See the University’s Code of Practice on Data Protection [http://campus.leeds.ac.uk/dpa/]