From: Freedom of Information
Sent: 09 July 2021 15:57
To: 
Subject: Freedom of Information Response (Our Ref: K/21/311)

Dear

Freedom of Information Response (Our Ref: K/21/311)

Thank you for your Freedom of Information (FOI) request dated 13 June 2021, reference K/21/311.

Your request read:

“...I am interested in the following information:
1. Your school regulations that govern PhD and D.Phil. degrees in law awarded in 1983-1984, including but not limited to course requirements, transfer, supervisor assignment/arrangement, approval of thesis title, submission and examination process, appointment of examiners, presentation of theses and abstracts-style, format and citation rules, submission of examiners’ copy of candidate’s thesis, oral examination or viva, minor corrections, major corrections and referral, maximum number of terms’ extension permitted, resubmitting a thesis, deposit and consultation of thesis, copyright declarations.
2. All forms must be completed and submitted by a candidate pursuing a PhD/D.Phil. degree in law for entry of his or her oral examination or viva in 1983-1984.
3. Your school policy and/or guidance regarding how you catalogue and maintain your PhD theses in 1983-1984 or early 1980s. For example, do you keep PhD theses card catalogue permanently? What do you do when a 1983-1984 PhD thesis became missing/could not be located in your Library?
4. Your school policy and/guidance regarding how you digitize 1983-1984 PhD theses and made them available online.”

The University of Leeds holds some information relevant to your request.

1. Your school regulations that govern PhD and D.Phil. degrees in law awarded in 1983-1984, including but not limited to course requirements, transfer, supervisor assignment/arrangement, approval of thesis title, submission and examination process, appointment of examiners, presentation of theses and abstracts-style, format and citation rules, submission of examiners’ copy of candidate’s thesis, oral examination or viva, minor corrections, major corrections and referral, maximum number of terms’ extension permitted, resubmitting a thesis, deposit and consultation of thesis, copyright declarations.
2. All forms must be completed and submitted by a candidate pursuing a PhD/D.Phil. degree in law for entry of his or her oral examination or viva in 1983-1984.
We do not hold this information. We do not retain information on an indefinite basis, and information from 1983/84, which was almost 40 years ago, will have been securely destroyed many years ago.

3. Your school policy and/or guidance regarding how you catalogue and maintain your PhD theses in 1983-1984 or early 1980s. For example, do you keep PhD theses card catalogue permanently? What do you do when a 1983-1984 PhD thesis became missing/could not be located in your Library?

We do not have a specific policy setting out how PhD theses from the 1980s should be catalogued. However, we can advise that all awarded PhD theses are sent to the University Library and are catalogued and in the Library records. Originally, this catalogue was held in physical form (as a card catalogue) but has since been transferred to an online catalogue. The card catalogue was then destroyed to avoid holding duplicate records.

We would only become aware of a missing thesis if one was requested and could not be located. Due to the amount of time which has passed, it would not be possible for us to replace a thesis from the 1980s which could not be located.

4. Your school policy and/guidance regarding how you digitize 1983-1984 PhD theses and made them available online.

White Rose E-theses Online was introduced in approximately 2009, at which point the Library started accepting electronic thesis deposits, alongside hard-bound theses. At the same time, there was a national project, through the British Library, to digitize the most frequently requested historical hard-bound theses and make them available through both the British Library’s eThesis service and the home Institution’s online repository. The Head of School (dependant on the subject of the thesis) was required to give their permission for digitisation. The British Library also moved to an e-supply service, so that if a request for access to a thesis which was not yet digitised was received, the thesis would be digitised at that point. It could then be provided to the requester in e-format and added to the respective repositories. We do not have any plans to systematically digitise our thesis collection so it will remain ‘on demand’ via Ethos.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Sincerely

Chloe Wilkins
Freedom of Information Officer
University of Leeds