Post Graduate Research
(PhD and MD (Res))
Student
Handbook
2016/17
Welcome to the Division of Psychiatry! We are a friendly, research-active, multidisciplinary academic unit and we usually have between 40 and 50 research degree students in the Division. Some students study part time, and some are full time. Most students are taking on our MPhil/PhD degrees, while a few medics are taking MD (res) degrees.

The subject areas for research degrees vary widely. They include molecular psychiatry and brain scanning to sociology, psychology, clinical trials, health services research and large scale epidemiological studies.

We specialise in dementia, common mental disorders, severe mental illnesses including psychoses and major affective disorders, as well as intellectual disability and palliative care.
Students also come from a range of backgrounds including nursing, medicine, psychology and social
science.
The Division has 115 staff and we currently run two Masters degrees in clinical mental health sciences, with approximately 80 students studying per year.

We have a wide range of seminars, academic meetings, journal clubs and research degree students are expected to take an active role in these opportunities throughout their studies.

Academic regulations for research degrees at UCL are available here: 
http://www.ucl.ac.uk/srs/academic-regulations/docs/rd-section1.pdf

If you have questions about your studies at UCL, please contact the PG administrator, the PG tutors or the PGR student representative.

2. Division of Psychiatry Graduate contacts

Graduate Tutors:
Dr Claudia Cooper claudia.cooper@ucl.ac.uk
Dr Liz Sampson e.sampson@ucl.ac.uk

Graduate Administrator (Research Degrees): Noorjaben (Nuj) Monowari n.monowari@ucl.ac.uk
Graduate Research Student Representatives:
Sarah Robertson (FT) sarah.robertson@ucl.ac.uk
Alexandra Burton (PT) a.burton@ucl.ac.uk
Faculty Graduate Tutor: Elvira Bramon e.bramon@ucl.ac.uk

3. Induction events 2016/17

We do expect our students (including those starting through the 15/16 year who missed induction in Sept 2015) to attend these events.

- Divisional Induction: Wednesday 28th September 2016, 9AM 5PM, South Quad Pop-Up G01
- Postgraduate Research Induction (Meeting): Wednesday 28th September 2016, 4 5PM, Maple House, 6th Floor, Room 6 (followed by drinks in the Common Room)

- UCL PGR Inductions as below

Introduction to Doctoral Skills Development and the Research Student Log
Induction session for Research Students and Supervisors

There are induction sessions 2016/17 for new research students and their supervisors on introducing the Doctoral Skills Development and the Research Student Log.

The aim of the induction is to show how the Doctoral Skills Development Programme and the Research Student Log can be used as powerful tools to enhance the quality of students’ research work from the beginning of their degrees to helping them progress their project and also develop transferable skills as researchers. All Research Council funded research students are required by
their funding bodies to participate in transferable skills development training to a degree equivalent to two weeks per year; all other research students are expected to undertake the same level training per year.

The induction provides an outline of the policy on transferable skills training for doctoral students and the national Researcher Development Framework that informs our programme. The session will explain how the Research Student Log and the Skills function work together, and how students may record their academic progress and the activities in which they engage during their degree.

The Induction sessions in 2016/17 are:

Faculty Induction:

Date: Thursday 29th September 2016
Location: Logan Hall, Institute of Education, 20 Bedford Way
Time: 5.30 - 7pm (followed by a drinks reception in Crush Hall)

PGR Symposium
(Poster and presentation competition that PGR students from across the faculty can participate in)
This will be in term 2 but date yet to be confirmed

For more information and to register please see:
http://www.grad.ucl.ac.uk/events/
4. Supervision of research degrees in the Division of Psychiatry

All research students are assigned:

- A primary supervisor, whose area of expertise is closely aligned with the student’s chosen research topic and who is responsible for directing their research training.
- A subsidiary supervisor, who is there to help assess progress, provide continuity of supervision and additional expertise;
- A broader supervisory panel where appropriate, where research is cross-disciplinary or requires different critical skills, such as high level statistics expertise or health economics.
- Supervisors do not necessarily need to come from the same Department and can even be drawn from different institutions.

5. Courses and programme structure within the Division of Psychiatry

Your supervisory team will help you devise a programme of suitable courses to develop appropriate research and personal skills for your future career. Typically you will:
Attend courses selected from the Graduate School Skills Development Programme, which provides generic (presentations, teaching, personal development, theses writing) and specific (qualitative and quantitative research methods, specific statistical processes and packages) skills training;

- Attend modules from appropriate MSc programmes if required;

- Attend local Seminar Programmes, which provide a supportive environment in which to develop theories and hypotheses and present draft papers;

- Prepare and present a poster in the annual Faculty Poster Competition;

- Be encouraged to present at national and, if appropriate, international conferences; Be given the opportunity to gain teaching experience.

The multi-disciplinary and multi-faculty structure of UCL provides a rich and broad environment in which to train, with access to numerous seminar and open lecture programmes across the Institution: the only limiting factor for you is time.

Outside the Division, UCL provides a full network of support services, including the Counselling Service, Careers Service, International Office, Advisors to Women Students. Find more details at http://www.ucl.ac.uk/new-students and UCL Doctoral School http://www.grad.ucl.ac.uk/

Research student log

The UCL research log (https://researchlog.grad.ucl.ac.uk/) allows you, your supervisors and the graduate tutor to plan, review and track your progress throughout your research degree.

It is mandatory for all students to use the research log

Scholarships and funding information

http://www.ucl.ac.uk/prospective-students/scholarships
http://www.ucl.ac.uk/prospective-students/graduate/research/fees-funding

Upgrading from MPhil to PhD

Under UCL regulations, in the first instance, full-time research students are required to register for an MPhil degree for a minimum of nine months after initial registration, and must then fulfil academic requirements to upgrade to PhD degree.

Part-time research degree students are required to register for an MPhil degree for a minimum of fifteen months after initial registration for part-time students, and must then fulfil academic requirements to upgrade to PhD degree.

We adhere to the standard UCL expectations for upgrade in the DoP. We expect you to upgrade on time. You should also have presented your upgrade work and future plans in an appropriate Divisional Academic meeting.
You should prepare an upgrade report, and you will have an upgrade viva which is chaired by your second supervisor plus an external upgrade examiner. This examiner cannot subsequently be appointed as your final examiner. The examination panel must be approved by the Divisional graduate tutor. In DoP the upgrade should be organised by your supervisors, but in consultation with the divisional graduate tutors.

http://www.ucl.ac.uk/currentstudents/researchdegree
http://www.grad.ucl.ac.uk/essinfo/

Year 3-4 PhDs

This information is for Year 3-4 PhD (for full-time students) and Years 5-7 (for our part-time students)

General Examination regulations are available here:
http://www.ucl.ac.uk/srs/academic-regulations/res_deg/rd_sec_2

Completing Research Status (CRS) You should first discuss any changes in registration with your Supervisor in your department. The department will discuss your options with you and help you make the right decision about when to move to completing research student status - which means you are ready to write up and will not pay fees for a further year (FT) or two years (PT)

Examination Entry/Appointment of Examiners

You must submit a research degree examination entry form to Research Degrees at least four months prior to the submission of your thesis. These forms are valid for a period of 18 months. Also, please note that you must also submit an Appointment of Examiners form. Please ensure that a copy of both these forms is forwarded to your Graduate Tutor/Graduate Administrator.

UCL guidance on appropriate examiners is available on the doctoral website.
Guidance on Viva Examinations for Research Degrees can be found at: http://www.grad.ucl.ac.uk/essinfo/

Late Submission Fees

If you do not submit your thesis by the end of your period of CRS status, your registration as a student will end at that point. You will need to apply for permission to submit; your supervisor will need to support this request, in writing or by email, to the Research Degrees section giving the reasons for your late submission and the date by which you will be ready to do so. Information on submission fees rates can be found at:

http://www.ucl.ac.uk/current-students/researchdegrees/latesubmission
6. General information

Head of Division: Professor Glyn Lewis
       glyn.lewis@ucl.ac.uk
Deputy Head of Division: Professor Gill Livingston
       g.livingston@ucl.ac.uk
PA to HoD: Ms Berni Courtney
       b.courtney@ucl.ac.uk

Communal Equipment

There are two Print@UCL multifunction devices for printing, scanning and copying, shredder, and recycling bins in each wing. Instructions for use of the printers can be found at:
http://www.ucl.ac.uk/isd/services/print-copy-scan

If any equipment breaks down please inform NjJerickJacques

Conference funding

For more info on Conference/Travel Funding please visit:

http://www.ucl.ac.uk/psychiatry/intranet/news

For details of UCL Graduate School conference funding:
http://www.grad.ucl.ac.uk/funds/

To apply for divisional conference funding (requires UCL login):
http://www.ucl.ac.uk/psychiatry/intranet/news

Division/College Closures

The Division/College closes on all bank holidays, for one week at Easter, and for up to 10 days at Christmas. These do not affect your annual leave entitlement - they are in addition. This year’s closure dates can be viewed here: http://www.ucl.ac.uk/staff/term-dates/

Departmental Equal Opportunity Liaison Officer (DEOLO)

Deana D’Souza is the Divisional DEOLO d.dsouza@ucl.ac.uk, internal tel: 09460

Further details on Equal Opportunities can be found at:
http://www.ucl.ac.uk/hr/docs/equalopportunity.php

Green Impact at UCL

Green Impact is a programme which allows departments and divisions of the university to assess and improve their own environmental impacts. Details can be found at:
http://www.ucl.ac.uk/greenucl/get-involved/green-impact-ucl

Harassment and Bullying

Full details of the UCL Harassment policy can be found at:
http://www.ucl.ac.uk/hr/equalities/Dignity/index.php

Interruption of studies

For information, see: http://www.ucl.ac.uk/current-
ID Cards

All staff must carry an ID card, as you will need this to access UCL buildings and systems (including Information Systems and the Library). For details on how to obtain one please see here: [http://www.ucl.ac.uk/efd/security/systems/identity-cards/](http://www.ucl.ac.uk/efd/security/systems/identity-cards/).

Maternity/Paternity Leave for personal reasons

Guidance and details can be found at:

- Leave for personal reasons: [http://www.ucl.ac.uk/hr/docs/leavedomestpersonalreasons.php](http://www.ucl.ac.uk/hr/docs/leavedomestpersonalreasons.php)
- Maternity & Paternity leave: [http://www.ucl.ac.uk/hr/docs/maternitylinks.php](http://www.ucl.ac.uk/hr/docs/maternitylinks.php)

Post (Maple House)

Incoming mail will be left in reception, Wing A. To send post (internal and external) please put it in the tray above the one for incoming mail.

Research Ethics

Find help with ethics and research integrity information at the divisional student site: [http://www.ucl.ac.uk/psychiatry/current-students](http://www.ucl.ac.uk/psychiatry/current-students)

Safety information (Maple House)

Fire Evacuation Marshals

Wing A
- Dana D’Souza
- Johanyssen
- Ephraim Robins

Wing B
- Yana Kitova
- Kirsten Moore
- Trefor Aspden

First Aiders

Wing B
- Joe Low
- Victoria Vickerstaff

Stationery

The stationery cupboard is managed by Berni and Nuj. If you require items other than standard items such as paper, files, pens etc., please email Nuj or Berni quoting the item required and the account code from which it is to be paid.

Telephones

To get a line out dial ‘9’ followed by number. If you cannot dial outside the UK you must get authorisation from Jacques (who, with approval from your supervisor, can also arrange for your phone to make work related international and mobile calls).
Other websites that may be useful

- Division of Psychiatry
  http://www.ucl.ac.uk/psychiatry
- Study Information
  http://www.ucl.ac.uk/current-students/services
- Tuition Fees
  http://www.ucl.ac.uk/ion/education/fees
- Financial Assistance
  www.ucl.ac.uk/srs/financialassistance
- Learning Support
  http://www.ucl.ac.uk/learning/teachinglearning-methods
- Health & Safety, Health Services
  http://www.ucl.ac.uk/administration/health
- Support and Welfare, Childcare
  http://www.ucl.ac.uk/current-students/support
- UCL Language Centre
  http://www.ucl.ac.uk/language-centre/
- Portico
  www.ucl.ac.uk/portico
- Moodle
  https://moodle.ucl.ac.uk/login/index.php
- Plagiarism and Turnitin
  http://www.ucl.ac.uk/education/students/learning/tools/turnitin
- New students newsfeed
  http://www.ucl.ac.uk/new-students/news
- Information about the International Student Orientation Programme
  https://www.ucl.ac.uk/isd/ind/po:
- Student Discounts
  http://www.nus.org.uk/
- NHS Direct (Health Queries)
  http://www.nhsdirect.nhs.uk/
- Camden Council
  http://www.camden.gov.uk/ccm/portal/
- Westminster Council
  http://www.westminster.gov.uk/
- Time Out London
  http://www.timeout.com/london/
- UCL Accommodation
  http://www.ucl.ac.uk/prospective-students/accommodation/
- Gumtree Accommodation website
  www.gumtree.co.uk
- Study London
  www.studylondon.ac.uk

Support for current students
http://www.ucl.ac.uk/current-students/support

Cause for concern form
http://www.ucl.ac.uk/current-students/support/wellbeing/studentofconcern

About UCL
http://www.ucl.ac.uk/about-ucl

Publications and Marketing Services
http://www.ucl.ac.uk/prospective-students/pams

Transport for London
18+ Oyster Cards (cheap tube and bus travel for students)
http://www.tfl.gov.uk/tickets/14312.aspx Please note you can order your oyster card online at the above website.

UCL will authorise your application online and your oyster card will be sent to you by TFL.

Student Discounts
http://www.nus.org.uk/

NHS Direct (Health Queries)
http://www.nhsdirect.nhs.uk/

Camden Council
http://www.camden.gov.uk/ccm/portal/

Westminster Council
http://www.westminster.gov.uk/

Time Out London
http://www.timeout.com/london/

UCL Accommodation
http://www.ucl.ac.uk/prospective-students/accommodation/

Gumtree Accommodation website
www.gumtree.co.uk

Study London
www.studylondon.ac.uk