UCL STUDENT AND REGISTRY SERVICES
Research Degrees
Assessment and Student Records

FAQ FOR RESEARCH DEGREE CANDIDATES

Q. When I move onto Continuing Research Status, do I still have to pay fees?
A. No, once you have moved onto CRS, you will no longer be subject to fees.

Q. As a CRS student, when should I submit my thesis?
A. Full-time students have one year to submit, with part-time students having two years.

Q. I am not on CRS, how quickly can I submit my thesis?
A. Unless prior exemption from part of the programme has been formally agreed, you must be registered for at least 2 calendar years full-time, or 3 calendar years part-time, before you will be allowed to submit your thesis for examination for the PhD or the MPhil degree.

For the MD(Res) degree you must be registered for at least 2 calendar years before you will be allowed to submit your thesis for examination.

Q. What happens if I fail to submit on time?
A. If you do not submit at the end of your CRS period, your record will be closed and you will lose access to UCL facilities (eg. Portico, Library etc). You can still submit your thesis, however your supervisor will need to request special permission to be made and you will also be liable for a late submission fee, see http://www.ucl.ac.uk/current-students/research_degrees/latesubmission for further information.

Q. Can I obtain an extension to CRS?
A. An extension to CRS can be granted in special circumstances only and your supervisor will need to complete the relevant form. Full details regarding the extension, including the form, can be found here: http://www.ucl.ac.uk/current-students/atoz/services/studyinformation/crsextension

Q. Do I have to submit the exam entry form four months before submitting my thesis?
A. Ideally the exam entry form should be submitted three to four months before you plan to submit your thesis. However, we can be flexible with this time limit and would simply request this form is submitted prior to the submission of your thesis. This form must also be submitted before the examiner nomination form.

We cannot accept your thesis unless the exam entry form has been received and logged.

Q. When can I submit my thesis?
A. Your thesis must be submitted after the exam entry form has been logged, but can be submitted before the examiners have been appointed.

If you are on CRS status, you must submit before the end of the CRS deadline, otherwise you will incur a penalty (see above).

Q. Where do I submit my thesis?
A. It should be submitted to the Student Centre at the front of the Chadwick Building (opening hours Monday to Friday, 10am to 4pm).

Q. Do I have to submit the thesis in person?
A. No, if you use one of the binders listed on our webpages they will usually deliver it on your behalf. Alternatively, you can post the thesis to the Student Centre or arrange for a third party to deliver it.

Q. Can I submit my thesis without the examiners being approved?
A. Yes. You can submit your thesis, providing you have already submitted your Exam Entry Form.

Q. Can my thesis be ring bound?
A. No. The thesis must be correctly bound. For information on binding see this page:
http://www.ucl.ac.uk/current-students/research_degrees/thesis_binding_submission

Q. What forms do I need to submit with the thesis?
A. We do not require any forms with the viva copies of the thesis, but do require the following on/before the final copies are submitted:

UCL Award: Thesis Deposit Agreement form must be uploaded to the Library with your e-thesis. For further information please refer to: http://www.ucl.ac.uk/Library/e-theses/deposit.shtml

UoL Award: Abstract of Thesis Form
Reproduction of Theses Form

These forms can be submitted along with the viva copies and can be found here:
http://www.ucl.ac.uk/current-students/research_degrees/rd_exam_entry/#forms

Q. Who appoints my examiners?
A. Your supervisor should complete the Examiner Nomination Form relevant to your award (UCL/UoL) nominating two examiners, usually an internal and external. This will be initially approved by the Departmental Graduate Tutor (or equivalent), before being submitted to Student Records for Quality Assurance checks. The form is then forwarded to the Faculty Graduate Tutor and the Chair of the Research Degrees Committee (or nominee) for final approval.

Q. How long does this process take?
A. If there are no problems with the nomination, we expect the process to take approximately three to four weeks. However, this time period is only a guide and the approval process may be quicker depending on the availability of the various signatories, or longer if there is a problem requiring clarification from the supervisor.

Q. How do I find out when my examiners are appointed?
A. Your supervisor will receive an email once the examiners have been appointed.

Q. When will my thesis be dispatched?
A. Your thesis will usually be dispatched by special delivery within 24 hours of your examiners being appointed.

Q. Will I be told when the thesis is dispatched?
A. An email will be sent to you and your supervisor. We will always use your UCL email address.

Q. When should the viva be organised?
A. The viva must only be organised once the examiners have been appointed.

Q. Who organises the viva?
A. Normally the viva will be arranged by your supervisor for a mutually convenient date. Occasionally, this responsibility might be carried out by another member of your department.

Q. How quickly will I get the examiners' reports?
A. Ideally, the examiners should submit their reports to Research Degrees within two weeks of the viva, occasionally this may not be possible, but the reports will be posted to your contact address once they arrive.

Q. What are the common outcomes of the viva?
A. The common results of the viva can be found here:
http://www.ucl.ac.uk/current-students/research_degrees/viva_exams

Q. When does the deadline for completing the corrections start?
A. The deadline starts from the date of the result letter sent from Research Degrees. This deadline relates only to the date you should submit the corrections to the designated checker (in the case of three month corrections) or, in the case of a resubmission, to re-enter for the exam and submit the revised thesis to the Student Centre.

Q. I have been asked to complete minor amendments, who checks these?
A. The examiners will indicate on the Joint Report who will be checking the amendments, occasionally both will wish to see the corrections. The format by which the corrections should be submitted will be agreed by the designated checker.

Q. I have been asked to resubmit my thesis, what happens now?
A. Once you are satisfied that you have met the requirements laid down by the examiners, you will need to complete the following procedure:

- You will need to submit a new exam entry form to the Student Centre
- Your supervisor should confirm by email that the examiners are still willing to act and provide their current contact details (normally an email requesting this is sent to your supervisor).
- An email will then be sent to the supervisor and examiners reconfirming their appointment and enclosing the relevant forms.
- You submit two soft-bound copies of your thesis to the Student Centre for dispatching to the examiners.

If the examiners have requested a second viva, the supervisor should arrange this as they would normally. In these circumstances, the procedure will follow that of a typical PhD/EngD examination.

Q: What additional work is required before an EngD, MPhilStud or DDent can be awarded?
A: Before the award can be made, Research Degrees must receive confirmation from the Examinations Department that the Taught Programme elements have been satisfactorily completed, therefore the modules must be entered on to Portico by the Department.

Q. How and why should I deposit an electronic copy of my thesis?
A. Candidates entering their thesis for a UCL award are required to deposit a final copy electronically via UCL's Research Publications Service (RPS) in addition to the soft bound copy submitted to the Student Centre. The electronic copy (also known as your e-thesis) should be deposited via RPS prior to the receipt of your final soft bound copy. Guidance on depositing your electronic copy is available at the E-theses information pages: http://www.ucl.ac.uk/Library/e-theses/. If you need assistance or have questions regarding the deposit of your e-thesis, please contact UCL Discovery.

Q. What forms do I need to submit with the final copy of my thesis?
A. We do not need the hard copy of the deposit agreement form; this simply needs to be uploaded directly to the Library via RPS. No other forms are required with the final copy of your thesis.

Q. Is there a deadline to submit the final copy of my thesis?
A. There is no formal deadline for you to submit the final copy of your thesis, obviously the sooner you complete this step, the quicker we can award your degree.

Q. What year goes on the spine of the final copy of my thesis?
A. It should be the calendar year in which you are submitting the final copy.

Q. Why is my award date the 28th of the month?
A. The passlist for all UCL research degrees is run on the 28th of each month, although we process the results throughout the month, with the confirmation of award being posted to your contact address as soon as it is processed.

Q. How long will it take to receive confirmation of my award?
A. Once we have all the reports, confirmation that any corrections have been completed and any fees are paid, we anticipate sending the confirmation of award to the contact address in approximately five working days.

Q. When will I receive my certificate?
A. Your degree certificate will be sent to your contact address two to four months after the official award date. Please ensure this address is kept up to date, if you have lost your Portico access you should email studentrecords@ucl.ac.uk with your new address details.

Q. What about my graduation ceremony?
A. UCL holds its graduation ceremonies once a year. To be eligible to attend the ceremony, your degree must be awarded on/before 28th April, if you fail to meet this deadline you will be invited to attend the ceremonies the following year. For additional information, please refer to the Graduation Ceremonies webpage: http://www.ucl.ac.uk/graduation/