

## **Notes for Research Students**

**NB: The following notes have no legal force and are for guidance only. They do not replace any official rules, regulations or by-laws governing research degrees. Although believed correct at the time of writing, details may change without warning.**

1. **Background documents.** All research students and their supervisors should obtain and ensure they are familiar with current copies of the following documents:

- a) *The UCL Graduate School Handbook*
- b) *Code of Practice for Graduate Research Degree*
- c) *MPhil and PhD Degrees: Regulations and Procedures* (“Grey Book”)
- d) *Supervisory Handbook*

Items b) and c) can be downloaded from <http://www.ucl.ac.uk/gradschool/essinfo/> and item d) from <http://www.scitech.ac.uk/Grants/Studs/Supervision/SupervisoryHandbook.aspx>. This website should also be consulted for other helpful general information and advice. Students with sponsors other than EPSRC must ensure they know, and abide by, any regulations and conditions attached to their awards.

2. **Registration.** Initial registration is for the MPhil degree. After at least one year’s full-time study or equivalent this may be upgraded to PhD registration, backdated to the date of first entry. Upgrading is dependent on satisfactory progress, and is entirely at the Department’s discretion. The minimum length of a full-time PhD programme, from initial registration to submission of a completed dissertation, is 3 years. After 3 years a student may, subject to Departmental agreement, transfer to “completing research student” status for one further year: no fees are payable, but there may be restrictions on the use of College facilities and access to staff.
3. **Supervision.** Each research student is assigned a principal and a subsidiary supervisor. Any concerns about supervisory arrangements should be raised with the Director of Research in the first instance. Students should see their principal supervisor regularly, and their subsidiary supervisor periodically, by private arrangement. A frequency of one supervision per week is the norm for a full-time student.
4. **Attendance and activities.** Research students should spend much of their time working in the Department, so as to profit from and contribute to its academic environment. Students are expected diligently to attend the regular Statistics Department Seminars, as well as other University Statistics Seminars, Royal Statistical Society meetings, *etc.* Full-time research students are expected to work both in term-time and in College vacations, but may take up to eight weeks holiday, *inclusive of public holidays*, a year. Any absence from College for holidays, medical or other reasons should be agreed in advance with your principal supervisor. In the case of unplanned emergency absence, please advise of the circumstances as soon as possible.
5. **Taught courses.** New research students will spend part of their first year studying some of the core courses from the Department’s MSc programme and/or attending basic courses from the [London Taught Course Centre](#) (LTCC). Students’ performance on these courses may be assessed. Students are also encouraged to take advanced courses run by the LTCC in their second and third years.

6. **Progress reports.** The formal procedure for structuring and monitoring progress is described [elsewhere](#). As part of this, research students are required to make regular reports on their progress throughout their studies, to be submitted via the Graduate School Logbook (see item 7 below). If progress reports are not provided as required, or are unsatisfactory, the Department may terminate a student's registration, or delay or refuse transfer to the PhD course.
7. **Graduate School Log.** Students are required to keep an up-to-date [Graduate School Logbook](#). This records skills training as well as including the reports required for monitoring progress of the research. An up to date log is a College requirement for transfer from MPhil to PhD and for entry to a PhD examination.
8. **Qualifying course.** Certain students are accepted on condition that they undertake, and satisfactorily complete, a qualifying course of study during their first year. This will normally comprise attendance at lectures and/or courses of guided reading, and will normally be assessed, possibly by formal examination, in June. Exact details of the requirements for each student will be arranged on an individual basis at the start of the course. Failure to complete the qualifying course satisfactorily may lead to termination of registration.
9. **Access.** Students will be issued with an entry card for the Departmental premises. This normally allows access 0630–2300 on weekdays and 0800–2000 at weekends during term. Restricted hours may operate during vacations.
10. **Study facilities.** Research student study facilities are in Rooms 139 and 140, which are supplied with desks and personal computers. UCL Computer Centre PCs and workstations are available at sites around the College: the nearest of these is Cluster Room 113 on the first floor of our building. The Departmental Reading Room 116 contains a small collection of books and journals on Probability and Statistics. This room is also used for meetings and tutorials but can be used for quiet study when available. There is also space for reading and studying in the main College libraries. The UCL Physical Sciences Library, located in the DMS Watson building contains an exceptionally good collection of statistics texts, reference books and journals. The Library gives regular classes on on-line information sources (details available at the Science Enquiry Desk).
11. **Common room.** The Staff Common Room 146 is available for use by Research Students, except when otherwise notified. It contains tea- and coffee-making facilities (supplies may be purchased from the Office), and a microwave oven. Please be sure to keep these facilities clean, fresh and in good condition at all times.