



## UCL Academic Manual 2022-23

### Chapter 5: Research Degrees Framework

# Part A: Research Degree Regulations

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Covering MPhil/ PhD, EngD, MD(Res) and MRes programmes

EngD students should also refer to:

- Chapter 5, Part C: Doctor in Engineering Additional Regulations

MRes students should also refer to:

- Chapter 5, Part H: MRes Additional Regulations
- Chapter 3: Registration Framework for Taught Programmes
- Chapter 4: Assessment Framework for Taught Programmes

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# 1 Admissions

## 1.1 Standard Qualifications for Admission: MPhil/PhD Programmes

1. The normal minimum entrance qualification for registration for the MPhil degree or the PhD degree is:
  - i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
  - ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university in Medicine, Dentistry or Veterinary Studies; or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or
  - iii) A Masters degree from a UK University in a subject appropriate to the programme to be followed; or
  - iv) A professional or other qualification obtained by written examinations and approved by UCL as an appropriate entrance qualification for the MPhil or PhD degree in question.
2. Applicants should also consult the relevant departmental/divisional admission requirements (see the [UCL Departments A-Z](#)).

## 1.2 Standard Qualifications for Admission: EngD Programmes

1. Other qualifying criteria may also be required for applicants for the EngD, depending on the subject area of the individual programme.
2. The additional regulations for the Doctor in Engineering [EngD] (see [Chapter 5, Part C](#)) give details of specific criteria for the following programmes:
  - EngD in Biochemical Engineering and Bioprocess Leadership
  - EngD in Communications
  - EngD in Environmental Engineering Science (ENVES)
  - EngD in Virtual Environments Imaging and Visualisation (VEIV).

## 1.3 MRes Progression to an Associated Research Degree Programme

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the *independent, original research components* of the programme, and not less than 50% in the taught elements.
  - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
  - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components are subject to the regulations in Chapter 4, Part A, Section 9: Consequences of Failure. If a student has valid Extenuating Circumstances material to that failure, they will be subject to the regulations in Chapter 2, Section 2: Short-term Illness and Other Extenuating Circumstances.

4. MRes students who fail the dissertation should not register on the EngD or MPhil/PhD programme in the following academic year but remain on the MRes and resubmit the dissertation by 31 January of the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD or MPhil/PhD if they passed. If, as a result, they missed taught components which formed part of the EngD or MPhil/PhD registration, these should be followed at the point when they are next available.
5. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD or MPhil/PhD programme and would be required to leave UCL.

*Further guidance*

1. These regulations only apply to students on MRes programmes which form an integral part of an associated doctoral programme.
2. Applicants and students should also consult the relevant departmental/divisional admission and MRes progression requirements.
3. MRes programmes are subject to the regulations for Taught Postgraduate Programmes and to the additional regulations for Masters By Research Programmes in [Chapter 5, Part H](#).

## 1.4 Standard Qualifications for Admission: MD (Res) Programmes

1. To be eligible for registration for the MD(Res) degree, a candidate must have obtained the MBBS degree or some other registrable primary qualification in Medicine, and be eligible for full registration or hold limited registration with the General Medical Council (GMC), or have obtained the BDS degree or hold an equivalent dental qualification.

## 1.5 English Language Requirements

1. Applicants are required to meet [English Language Proficiency Requirements for Postgraduate Degrees](#).

## 1.6 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
  - i) An applicant who possesses a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in [Sections 1.1-1.4](#), but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet appropriate qualifying conditions prescribed by UCL.
  - ii) Applicants who possess a qualification obtained by written examination other than those covered above, if UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the programme which they wish to follow and that they are at least as well qualified as the candidates who are able to satisfy the entrance requirements in one of the ways prescribed above.
2. UCL may prescribe a qualifying examination for such an applicant prior to admission.

*Further guidance*

1. Departments wishing to admit such an applicant, as described above, must obtain written authorisation from the Chair of the Research Degrees Committee via [Admissions in Student & Registry Services](#). An applicant for registration may also be required to pass a qualifying

examination. Applicants are required to meet UCL's English Language Proficiency Requirements for Postgraduate Degrees.

2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in Chapter 1: Student Recruitment and Admissions.

## 2 Registration

### 2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

#### *Further guidance*

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

### 2.2 Application and Initial Registration

#### 2.2.1 MPhil/ PhD Initial Registration

1. An applicant for a PhD degree will be registered initially for the MPhil degree.

#### *Further guidance*

1. All successful applicants, with the exception of the EngD and other specialist doctorate programmes, are initially registered for an MPhil degree, except where the applicant is exceptionally well qualified and UCL has given special permission for initial registration for the PhD degree.
2. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
3. An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration — i.e. the original diploma or certificate of the awarding body. An applicant for the MD (Res) degree will be registered at UCL in the names under which he/she has been registered with the GMC.

#### 2.2.2 Proof of Identity

1. All students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment cannot occur.

#### 2.2.3 UK/EU/EEA-Based Students

1. UK/EU/EEA Based Students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

#### *Further guidance*

1. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK:
  - a) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
  - b) An original birth certificate, adoption certificate or certificate of naturalisation.
2. No other forms of identification are acceptable.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

## 2.2.4 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
2. For further details on UK immigration requirements see the UCL [Immigration and Visa Information](#) webpages.

## 2.3 Exemption from Part of a Programme of Study

1. UCL may exempt from part of the programme of study of the MPhil/PhD degree, research degree students who have commenced a programme of study for the MPhil or PhD degree (or equivalent degree) of another university in the United Kingdom, provided that the programme of study followed at UCL is not less than one calendar year, or its equivalent in part-time study.

### *Further guidance*

1. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.
2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in the UCL Academic Manual, Chapter 1: Student Recruitment and Admissions.
3. Back-dated registration is not usually permitted by UCL. In exceptional circumstances however, requests for back-dating registration may be considered by the Chair of the Research Degrees Committee via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) subject to the following conditions:
  - i) The statement from the supervisor and/or the Head of Department gives strong academic reasons for the request and confirms in writing that the student has been undertaking relevant research since this date.
  - ii) There is evidence that the student has been fully supervised.
  - iii) There is a good reason provided explaining why the student was not formally registered from the requested start date.
4. If the back-dating is granted, regardless of the time period requested, the student should be aware that he or she is liable for tuition fees from the date of retrospective registration and that the date for submission of the thesis will be calculated from this date.

## 2.4 Course of Study: General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study for the degree of MPhil, PhD or MD(Res) may require attendance at lectures and coursework as prescribed by UCL. A candidate's registration on a UCL programme will be dependent upon their continued satisfactory progress as determined by UCL.
3. All research students are required to use the [Online Research Student Log](#).
4. For more information about the Research Student Log and other requirements see the [Code of Practice for Graduate Research Degrees](#).

## 2.5 Attendance Requirements

1. A programme must be pursued continuously except by special permission of UCL. Students must be in a position to meet all the requirements determined for their studies.
  - i) With the exception of non-resident MPhil/PhD programmes (see [Section 2.11](#)) students, whether full-time or part-time, are expected to centre their academic studies on UCL. Students should ensure they are able to attend UCL in person for teaching and meetings as required by their supervisors.

- ii) Students must obtain approval before they leave to collect or study material remote from UCL or work in remote facilities.

## 2.6 Annual Leave

1. Annual Leave entitlement for doctoral students should be in-line with staff entitlements. For a full-time student this equates to 41 days over the year including 27 days of Annual Leave, 8 Public and Statutory Holidays, and 6 Closure Days. For part-time students these entitlements should be pro-rata.
2. Students and supervisors should agree a way to record and monitor Annual Leave in-line with Departmental practises where appropriate.
3. Students should ensure their supervisors are aware of any Annual Leave planned in advance and ensure any required cover is put in place.
4. Where the programme includes any Taught or time-sensitive elements this should be taken into consideration when planning Annual Leave.
5. Funded Students must ensure they continue to meet their funder Terms & Conditions.
6. Students on a Student Visa must ensure they continue to meet their Visa requirements.

## 2.7 Length of Programme

1. The lengths of UCL research degree programmes are as follows:
  - i) The length of an MPhil/PhD programme is normally three years' full time and five years' part time.
  - ii) The length of the MD(Res) is normally two calendar years of full-time or part-time study.
2. Students may not interrupt their period of registration without prior permission from UCL.
3. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least two calendar years full time, or three calendar years part time, before he/she will be allowed to submit her/his thesis for examination for the PhD or the MPhil degree.
4. A student must be registered for at least two calendar years before he/she will be allowed to submit her/his thesis for examination for the MD(Res) degree.
5. In the case of registration for the PhD and the MPhil degree, unless prior exemption from a part of the programme has been agreed, students must be registered for at least three calendar years full time, or five calendar years part time, before they will be eligible to adopt Completing Research Status (see [Section 4](#)).
6. In the case of registration for the MD(Res) degree, students must be registered for at least two calendar years before they will be eligible to adopt Completing Research Status (see [Section 4](#)).

### *Further guidance*

1. Requests to submit a thesis earlier than the minimum periods of registration specified in the regulation above may be considered by the Chair of the Research Degrees Committee. Requests should be made in writing via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) and should include a statement of support from the supervisor and/or Head of Department. The Research Degrees Committee will monitor the outcome of such requests by scrutiny of examiners' reports on the candidates' theses. Students and staff should note that early submission of a thesis will not be considered as an extenuating circumstance when deciding the outcome of the examination of a thesis.
2. Students who submit early would be liable for tuition fees up to the date of the submission of the thesis but would not be liable for tuition fees thereafter.

## 2.8 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Student Administration, on behalf of the Research Degrees Committee, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one



calendar year and any further period of interruption of study will be considered one year at a time. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.

2. Interruption of study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
  - i) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts;
  - ii) The date when the submission of the thesis falls due following resumption of study falls within ten years of the date of original registration;
  - iii) Written assurances that the research will still be valid are provided by the supervisor and/or the Head of Department, with supporting documentation.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

## 2.9 Upgrade from MPhil to PhD

1. Upgrade from MPhil to PhD registration may be made not less than nine months after initial registration for the MPhil degree for full-time students, and not less than fifteen months after initial registration for the MPhil degree for part-time students. In the case of a student who has been granted an exemption of part of the programme of study, upgrade from MPhil degree to PhD registration may be made not less than eight months, or its part-time equivalent, after initial registration for the MPhil degree.
2. A student who fails to achieve upgrade to PhD status may, if all other conditions are met, enter for the MPhil examination.
3. Detailed information on the upgrade process can be found in the Upgrade Guidelines.

## 2.10 Transfer from PhD to MPhil

1. A student who has been upgraded from MPhil to PhD status may, with the permission of UCL, transfer back to MPhil status and enter for the MPhil examination provided he or she has not entered for the examination of a PhD.
2. The transferred registration may be dated from the date of original registration for the MPhil/PhD degree.

## 2.11 Transfer Between MPhil/PhD and MD(Res)

1. A student may, with the permission of UCL, transfer from the MD(Res) degree to the MPhil/PhD degree, provided they have not entered for the examination of an MD(Res) degree; or from the MPhil/PhD degree to the MD(Res) degree provided they have not entered for the examination of an MPhil or PhD degree.
2. Students wishing to transfer from an MPhil/PhD to an MD(Res) degree, or vice versa, should contact [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).

## 2.12 Non-Resident PhD: Registration and Attendance

1. Students registered on a non-resident MPhil/PhD programme shall attend UCL on at least one occasion. This must be the meeting at which their upgrade to PhD is decided.
2. In addition a student registered on a non-resident MPhil/PhD programme shall meet his or her supervisor(s) in person on at least two other occasions, one at the beginning and one at the end of the programme, but not necessarily in the UK.
3. Students and supervisors are required to be in regular communication during the whole period of the programme by, for example, telephone, email, Skype etc.
4. Students on the non-resident MPhil/PhD programme are required to use the [Online Research Student Log](#).

### *Further guidance*

1. Admission procedures for the non-resident MPhil/PhD programme do not differ from that of other research students who require special permission from UCL before starting their registration. A department/division wishing to make an offer to an applicant for a specially-approved non-resident MPhil/PhD programme is required to submit a statement of the case for acceptance, via [Admissions in Student & Registry Services](#), to the Chair of the Research Degrees Committee [RDC]. The statement must include evidence that the overseas institution where the applicant intends to undertake research is of international standing and able to provide adequate facilities for the research. It must also include details of the arrangements for the supervision of the student at the overseas institution.
2. The department/division must also provide the Chair of the RDC with a statement showing that adequate arrangements for communication between the department and the student are in place and that these arrangements comply with UCL requirements for frequency of contact between supervisor and student as set out in the [Code of Practice for Graduate Research Degrees](#). The use of the [Online Research Student Log](#) is an essential part of these

requirements. Such statements should be submitted in writing to the Chair of RDC via [Admissions in Student & Registry Services](#).

3. In cases where an approved research programme has been set up with a specific institution or institutions which have formal collaborative agreements with UCL, approval of individual applications, as described above, will not need to be submitted for approval by the Chair of the RDC.
4. Students on a non-resident MPhil/PhD programme will be registered as full-time students by UCL if they are carrying out their research on a full-time basis in their countries of residence. Otherwise, they will be registered as part-time students by UCL. A special fee rate applies to the non-resident MPhil/PhD programme.

# 3 Supervisory Arrangements

## 3.1 Supervisors: General

1. Each UCL student registered for the MPhil, PhD, EngD, MD(Res) or MRes degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.

### *Further guidance*

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.
2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in [Section 3.2 below](#).
3. Retired members of staff shall not normally be appointed as supervisors except by the specific agreement of the Research Degrees Committee. In instances where a member of staff serving as Principal Supervisor retires, continued supervision by the staff member is only permissible if explicitly agreed by all parties (the student, the supervisor and department), and this decision is recorded by the department. In addition, the following arrangements must also be put in place and reviewed annually by all parties to confirm they are working effectively:
  - i) The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;
  - ii) A third supervisor shall be appointed to the supervisory team as Subsidiary Supervisor.
4. Supervisors can be appointed from institutions with an approved agreement with UCL, e.g. Cancer Research UK (CRUK). Such supervisors must have the status of honorary members of UCL staff. In all circumstances UCL has an expectation that these supervisors will undertake their role in accordance with the Doctoral School's [Code of Practice for Graduate Research Degrees](#) and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.
5. For more information on the role of the supervisor see the [Code of Practice for Graduate Research Degrees](#).

## 3.2 Supervisors: Eligibility

1. The list of UCL staff categories eligible to act as Principal and/or Subsidiary Supervisors can be found in Eligible Staff Categories for Supervising Research Students on the Chapter 5 webpage of the UCL Academic Manual.
2. UCL determines the eligibility of staff in these categories to supervise research degree students using the following criteria:
3. A Principal Supervisor should normally:
  - i) have satisfactorily completed any probationary period attached to his/her appointment;
  - ii) have expertise in the area of the proposed research;
  - iii) have had previous experience of at least one successful PhD, EngD, MD(Res) or MRes supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award)
4. A Subsidiary Supervisor should normally:
  - i) have expertise relevant to the area of proposed research;
  - ii) be familiar with the standards required for MPhil/PhD/EngD/MD(Res)/MRes research.

5. In the case of EngD programmes, the Industrial Supervisor must also satisfy the requirements laid down above for the Subsidiary Supervisor.
6. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
7. A Research Fellow (Grade 7) may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
  - i) have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
  - ii) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.
8. Research Fellows on Grades 8 and above may be invited to act as Principal or Subsidiary Supervisors.

*Further guidance*

1. Principal Supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor's workshop.
2. Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of MPhil/PhD/EngD/MD(Res)/MRes supervision at other institutions are expected to attend an appropriate UCL supervisor's workshop.

### 3.3 Number of Students per Supervisor

1. A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of six full-time research students at any one time.

*Further guidance*

1. The maximum number of students [head count], whether full- or part-time, that may be supervised by an individual as either Principal or Subsidiary Supervisor will be nine, using the following formula:

<b>For Principal Supervisors</b>	
1 Part-Time student	0.5

<b>For Subsidiary Supervisors</b>	
1 Full-Time student	0.5
1 Part-Time student	0.25

2. Where a supervisor exceeds the maximum number of students under his/her supervision, the supervisor's department must be able to demonstrate that there are mechanisms in place to ensure adequate contact with the student and appropriate support for the supervisor, such as a large supervisory team and/or a reduction in other workloads.
3. For example, an individual may act as Principal Supervisor to four full-time students and one part-time student while acting as Subsidiary Supervisor for two part-time students. This is the equivalent of five full-time students and is within the head count of nine students. Consideration should be given to the other duties of the member of staff concerned. Departments/divisions may wish to recommend an upper limit on the number of students supervised by a single member of staff that is lower than that set out above.
4. Part-time staff appointed as supervisors should supervise no more than six full-time research students on a pro-rata basis.

## 3.4 Declaration of Personal Interest

1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising, in accordance with the [UCL Personal Relationships Policy](#).

## 3.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor – if they choose to remain registered at UCL – normally by the Departmental/Divisional Graduate Tutor. Should a student wish to continue to work under the supervisor who has transferred, he or she may consider applying to transfer registration to the supervisor's new institution, providing he or she is not in the final year of the programme

# 4 Completing Research Status

## 4.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted with the approval of a student's supervisor or other departmental authority.
2. CRS is permitted for a maximum period of one calendar year (full time) or two calendar years (part time). CRS registration cannot be interrupted; a student who is prevented from submitting a thesis for reasons beyond his or her control may apply for an extension, as detailed in [4.4 below](#).
3. An MPhil/PhD student must be registered for at least three calendar years full time or five calendar years part time before he or she will be eligible to take up CRS status. EngD students must be registered for four calendar years and MD(Res) students for a minimum of two calendar years before being eligible to take up CRS status. A student who changes from full to part time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.
4. In addition to completing the approved period of registration, a student must meet the following conditions before being permitted to take up CRS status:
  - a) Have upgraded to PhD status (in the case of the MPhil/PhD programme) or confirmed entry to MPhil only;
  - b) Be in a position to submit his or her thesis within 12 months (for full-time students) and 24 months (for part-time students);
  - c) Have met any other departmental or divisional conditions.
5. MPhil candidates may also take up CRS under the same conditions as PhD candidates but will be required to confirm that they have not upgraded to PhD.
6. Further guidance is available from the [Completing Research Status webpages](#).

## 4.2 CRS Student Entitlements

1. During the period of CRS registration, a student is entitled to have at least one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

### *Further guidance*

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. A CRS student in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a CRS student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's supervisor and Head of Department/Division.
3. The student's department/division may, at its discretion, give any other supervisory assistance during the writing up period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the [Code of Practice for Graduate Research Degrees](#).

## 4.3 Submission of Thesis

1. A student must submit a thesis for examination before the end of his or her CRS period. A student will remain registered after the submission of his or her thesis until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

## 4.4 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time and two years part time.

### *Further guidance*

1. Applications for extension to CRS must be made on [Portico](#). Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.

## 4.5 Submission of a Thesis after the end of CRS

1. A student who submits late will be liable for a Submission Extension Fee.
2. A student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

### *Further guidance*

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see [Submission Extension Fees for Research Students](#)). This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission.

## 4.6 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 18 months will remain registered as a submitted student on the basis of [4.3 above](#), provided the original submission was not after the expiry of a period of CRS status. He or she will have access to UCL facilities and will be entitled to have at least one draft of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before re-submission. If a student's revisions require more supervision or further access to UCL laboratories or other facilities, he or she may be required to re-register as a fee-paying student for the period of this supervision or access.



2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available on [Portico](#) (see [Research Degree Examination Entry webpages](#)).

# 5 Final Examination

## 5.1 Requirements of a Thesis

### 5.1.1 Theses: General

1. The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the MPhil/PhD/EngD or MD(Res) degree.
2. The work in the thesis submitted by a student must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
3. A student will not be permitted to submit a thesis that has been submitted for examination for a degree, or comparable award, of this or any other university or institution. However, students may incorporate into a thesis previously examined fieldwork which they have already submitted for a degree or comparable award of this, or any other university or institution. In such a case this must be indicated on the Examination Entry Form and the incorporated fieldwork must be clearly identified as such in the thesis submitted for examination.
4. Students may submit the results of work done in conjunction with their supervisor and/or with fellow research workers provided that their own contribution in the investigation is clearly stated and the UCL Research Paper Declaration Form has been signed by the supervisor.
5. The decision of a student to submit a thesis should be made in consultation with the student's supervisor(s). The decision to submit a thesis in any particular form rests with the student alone.

#### *Further guidance*

1. An allowance may be made in the case of a student who has transferred from another institution (see [Section 1: Admissions](#)).
2. Students should also include in each copy of their thesis a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:  
*'I, [Student's full name], confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has been indicated in the thesis.'*

### 5.1.2 Requirements of a PhD/EngD Thesis

1. A thesis for the awards of EngD or PhD degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
  - a) is genuinely the work of the candidate;
  - b) shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline;
  - c) embodies the results of a research programme which may reasonably be expected of a student after three years of full-time study or the part-time equivalent, formulated and carried out by the student in consultation with the supervisors;
  - d) consists of a student's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
  - e) represents a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views;
  - f) shows the exercise of critical judgement with regard to both a student's own work and that of other scholars in the field;
  - g) is an integrated whole and presents a coherent argument;
  - h) gives a critical assessment of the relevant literature, describes the method of research and its findings, includes discussion on those findings and indicates in what respects

they appear to the student to advance the study of the subject; and, in so doing, demonstrates a deep and synoptic understanding of the field of study, (a student being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field.

- i) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
  - j) takes due account of previously published work on the subject;
  - k) makes clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
  - l) contains an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline (for example as a monograph or as a number of articles in learned journals);
  - m) shows a student's ability to design and implement an independent research project.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The PDFs of published papers themselves may not be included in the body of a thesis. Sections of published work could be included word-for-word providing a) the publication has been referenced; and b) the UCL Research Paper Declaration Form has been completed. However, it is expected that inclusion of any such material will: ensure the style matches that of the rest of the thesis, both in formatting and content; add additional information/context where beneficial, e.g. additional background/relevant literature, more detailed methods; offer additional data not included in the publication, e.g. preliminary data, null findings, anything included in supplementary materials. The PDF of the publication may be bound as supplementary material at the back of a thesis.

### 5.1.3 Requirements of an MPhil Thesis

1. A thesis for the award of an MPhil degree shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:
  - a) is genuinely the work of the candidate;
  - b) consists of the candidate's own account of their investigations and indicates in what respects they appear to them to advance the study of the subject;
  - c) represents a contribution to the subject, either through a record of the candidate's original work or a critical and ordered exposition of existing knowledge;
  - d) takes due account of previously published work on the subject;
  - e) makes clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
  - f) is an integrated whole and presents a coherent argument;
  - g) is satisfactory as regards literary presentation;
  - h) has a full bibliography and reference.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

### 5.1.4 Requirements of an MD(Res) Thesis

1. A thesis for the MD(Res) degree will deal with any branch of medicine, or surgery or medical or dental science. It is a condition of the award of the degree that the clinical research involved in the thesis shall conform to high ethical standards. If UCL is not satisfied on this point, the degree will not be awarded irrespective of the merit of the thesis in other respects.
2. The thesis shall:
  - a) demonstrate it is genuinely the work of the candidate;

- b) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
  - c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
  - d) be an integrated whole and present a coherent argument;
  - e) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
  - f) include a full bibliography and references;
  - g) demonstrate research skills relevant to the thesis being presented;
  - h) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
3. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of a thesis but may be adapted to form an integral part of a thesis and thereby make a relevant contribution to the main theme of a thesis. Publications derived from the work in a thesis may be bound as supplementary material at the back of a thesis.

### 5.1.5 Language of a Thesis

1. All theses must be written in English.
2. For candidates in the field of foreign language and literature, the decision about which language the thesis should be written in would be made by the Faculty Graduate Tutor following consultation with the supervisor(s) and the School/ Departmental Graduate Tutor at the outset of research. The decision would be reviewed at six months.
3. The English abstract is a compulsory additional submission and standard English Language skills are required.
4. In all cases, the oral examination of a thesis would normally be conducted in English.

#### *Further guidance*

1. Submission of a thesis in a language other than English applies only to theses in the field of foreign language or literature submitted by students in the following Departments of UCL: the School of European Languages, Culture and Society, Hebrew and Jewish Studies and the School of Eastern European and Slavonic Studies.
2. The criteria for agreeing to another language would include linguistic reasons, the broader academic context, research impact, dissemination of research and the availability of examiners.
3. The decision would take into account the feasibility of supervising and examining a PhD in a language other than English.
4. A request to write the PhD in another language made after six months should be submitted by the department and faculty and should be referred to the Chair of the Research Degrees Committee via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).
5. When a candidate has been granted approval for a thesis to be submitted in a language other than English [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) must be informed.

### 5.1.6 Word Length of a Thesis

1. The maximum word lengths for theses are:
  - PhD/EngD degree: 100,000 words
  - MPhil degree: 60,000 words
  - MD(Res) degree: 50,000 words

- Documentary Track PhD: 60,000 - 70,000 words, accompanied by a film of 20-30 minutes
2. The maximum word lengths include footnotes, tables and figures but exclude bibliography, appendices and supporting data.

*Further guidance*

1. The above prescribes the maximum allowable length for MPhil/EngD/PhD/MD(Res) theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Students should consult their supervisors on the usual length of theses in their subject area or topic.
2. The signature of the student and the Principal Supervisor on the Examination Entry Form to the MPhil, PhD, EngD or MD(Res) examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit
3. 'Supporting data' refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish. Examiners are not required to read beyond the maximum word limits. Where the thesis itself is an edition of a text or texts, normally in the field of literature, the above word limits may not apply.
4. Students registered for Professional Doctorate awards should refer to the specific programme regulations for their thesis word lengths and other elements of their programmes that are examined as part of the doctorate.

### 5.1.7 Format of a Thesis

1. The thesis should be submitted in the format determined by UCL at the time of submission. Further information and guidance is available on the [Thesis Formatting webpages](#) and on the [Research Degree Examination Entry webpages](#). Some exceptions are made for students in the fields of Fine Art, Design, Architecture and Town Planning as detailed on the [Thesis Formatting webpages](#).

### 5.1.8 Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.
2. The approved title is submitted to UCL on the Examination Entry Form submitted to [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).

### 5.1.9 Availability of a Thesis

1. After the examination has been completed and before the degree is awarded, successful students must submit one electronic copy to UCL, via the [Research Publications Service \(RPS\)](#), for lodging in the UCL library.
2. A soft-bound copy of the thesis may also be submitted to the UCL Library, if desired. This may include artefacts related to non-traditional formats of a thesis. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. The process of final thesis submission, both the electronic and optional hard copy, is managed by the [Open Access Team](#).
4. A student may apply to UCL at the time of registration or thereafter, for restriction of access to their thesis and/or the abstract of their thesis on the grounds of commercial exploitation or patenting. In very exceptional circumstances, if the thesis includes material that is significant for national security, subject to approval of UCL, copies of the thesis placed in the public domain, with the agreement of the graduate concerned, may have certain parts excised from them. Applications to restrict access to a thesis should be made via the [Library](#).

## 5.2 Examination Entry

## 5.2.1 Examination Entry Form: MPhil/PhD/EngD/MD(Res)

1. Before the thesis is submitted for examination, an Examination Entry Form must be submitted to UCL.
  - i) The Examination Entry Form may not be submitted earlier than six months before the completion of the prescribed programme and must be submitted not later than four months before the submission of the thesis. For the entry form and more information, see the [Research Degree Examination Entry webpages](#).
  - ii) A student is required to submit to his/her supervisor a short description of the content of the thesis in about 300 words, the short description must be submitted to the Registry with the Examiner Nomination Forms, to assist in the appointment of suitable examiners (see [Research Degree Examination Entry webpages](#) for more details).

## 5.2.2 Thesis Submission: MPhil/PhD/EngD/MD(Res)

1. Prior to examination, candidates are required to submit their e-thesis to UCL for dispatch to their examiners. Further information and guidance is available on the [Thesis Formatting webpages](#).
2. After the examination and before the award is made, candidates entering for a UCL award are required deposit one e-thesis in the UCL Institutional Repository.

### *Further guidance*

1. A candidate for the EngD, PhD, MPhil or MD(Res) degree is required to bring to the oral examination a copy of his/her thesis which is identical to the copies submitted to [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk). Further information and forms are available on the [Research Degree Examination Entry webpages](#) and on the [Thesis Formatting webpages](#).
2. Further information on the thesis submission for Practice-Led programmes is available from the [Thesis Formatting webpages](#).

## 5.2.3 Dispatch of Theses to Examiners

1. A thesis will be sent, via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk), to both examiners at least four weeks in advance of an oral examination.
2. Examiners will normally use an electronic copy of the thesis, but an Examiner may request the student provide a hardcopy, if required. Further information and guidance is available on the [Thesis Formatting webpages](#).
3. Direct submission of theses to examiners by students, supervisors or departments/ divisions is not permitted.

### *Further guidance*

1. All theses will be submitted to UCL via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk). Theses will be sent to both examiners by UCL Student Records. Supervisors and students should note that theses will only be sent to examiners who have been formally appointed by UCL and only after the Examination Entry Form has been submitted in accordance with the Examination Entry Guidelines on the [Research Degree Examination Entry webpages](#).
2. Supervisors and students for examination should ensure that all examination entry requirements have been met in good time before a planned oral examination takes place.
3. Oral Examinations cannot proceed if the requirements for the examination entry, including the formal appointment of examiners, have not taken place in accordance with UCL regulations. The outcome of any examination conducted in such an instance would be void.

## 5.2.4 Reasonable Adjustments

1. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition. For further

information about Reasonable Adjustments, and how to apply, please see Chapter 2, Section 3: Reasonable Adjustments for Disabilities and Long-Term Conditions.

## 5.3 Appointment of Examiners

### The Appointment of Examiners for Research Degrees

1. Two examiners will be appointed for each candidate in accordance with the UCL Procedures for the Appointment of Examiners (see the [Chapter 5 webpage](#) for more details). One of the examiners shall be external to UCL; the other shall normally be a member of staff of UCL.

#### *Further guidance*

1. For each student, two examiners shall be appointed by the UCL Research Degrees Committee on the recommendation of the appropriate Departmental and Faculty Postgraduate Committees or equivalent bodies. Two external examiners may be appointed in lieu of an internal examiner if, on grounds of academic expertise or other reasons, a suitable individual within UCL cannot be nominated.
2. An examiner shall not have acted as either Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any way with the candidate or project to be examined, including the MPhil to PhD upgrade process.
3. In the case of a student who is a member of staff of UCL, no examiner may be appointed who is internal to UCL if they are from the same department as the student or supervisor(s). However, where nobody else is available with sufficient expertise an examiner from the same department may be appointed if a Viva chair is used.
4. It is desirable that no examiner, either internal or external, should be appointed on more than three consecutive occasions for the same supervisor. Generally, supervisors and departments are asked to avoid repeatedly nominating the same person as an examiner, or nominating each other to act for the other's student, within a short time frame.
  - a) External Examiners:  
Normally, an individual external examiner should not be appointed more than once during a given year by members of the same UCL department<sup>1</sup>.
  - b) Internal Examiners:  
Normally, an individual internal examiner should not be appointed more than five times during a given three year period by members of the same UCL department.
5. N.B. The appointment criteria for examiners for the University of London MPhil/PhD are different to those for the UCL degree. Candidates for the University of London degree will normally have two examiners appointed, one of whom will be external to the University of London; the other will be internal to the University of London and preferably from a different College to that of the candidate and supervisor.
6. Further guidelines for the appointment of examiners and nomination forms are available on the [Chapter 5 webpage](#).

#### 5.3.1 The Appointment of Additional Examiners

1. Exceptionally a third examiner, who must be external to UCL, may be appointed with the approval of UCL.
  - i) Exceptionally a third examiner may be appointed with the approval of the UCL Research Degrees Committee. A third examiner will be appointed in cases where, between them, the two examiners do not feel they have a sufficient level of expertise to examine the thesis.
  - ii) A third examiner may also be appointed where there is a dispute between two examiners about the result of an examination which they cannot resolve between themselves.
  - iii) In accordance with UCL regulations, the third examiner must be external to UCL.

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<sup>1</sup>'Department' here refers to 'Research Department' in the case of the Faculty of Life Sciences and 'Division / Institute' in the case of the Faculty of Medical Sciences, Brain Sciences and Population Health Studies.

- iv) In the case of the University of London MPhil/PhD, the third examiner must be external to the University of London.
- v) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the [Examiner Nomination Form on the Chapter 5 webpages](#).

## 5.4 Conduct of the Research Degree Examination

1. The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.
2. The candidate's supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.
3. The oral examination should be held at UCL or held remotely and the agreed configuration noted on the Examination Entry Form.
4. Where no configuration can be agreed the oral examination should be held at UCL by default.
5. Where the oral examination is held remotely it is recommended that the supervisor or other designated contact in the student's department is available at the time of, and after, the viva to provide technical and emotional support if needed.

### *Further guidance*

1. The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. Copies of the preliminary reports for MPhil, PhD and EngD students should be submitted to [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) together with the final, joint report. The preliminary and joint reports will be released to students.
2. Examiner report forms and procedural information are available from the [Chapter 5 webpages](#).
3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in [Section 5.1](#) as appropriate and shall include a statement on the examiners' judgement of the student's performance. Examiners have the right to make comments in confidence to UCL in a separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.
4. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
5. The supervisor who attends the oral examination does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
6. UCL may exceptionally agree that the examination be conducted outside London if there are circumstances which make this expedient. Applications to hold an oral examination outside of London should be made in writing to the Chair of the Research Degrees Committee via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk).
7. For further guidance on the conduct of an oral examination, students and staff should also refer to the UCL Doctoral School's [Code of Practice for Graduate Research Degrees](#).

## 5.5 Outcomes of the Oral Examination

### 5.5.1 Outcomes of the Oral Examination: PhD/EngD Degrees

1. Students for a PhD/EngD degree must submit a thesis and be examined orally. The following options are open to examiners in determining the result of an examination for the PhD/EngD degrees:
  - a) If the thesis fulfils the criteria (set out in [5.1.2](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the award of the PhD degree should be made or, in the case of the EngD, the student has passed the research component of the award.



- b) If the thesis otherwise satisfies the criteria (set out in [5.1.2](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
  - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the PhD degree for 18 months for re-submission in a revised form, on one occasion only.
  - d) If the thesis fulfils the criteria (set out in [5.1.2](#)), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
  - e) If, after completion of the examination for the PhD degree (but not in the case of the EngD, see below), the examiners determine that a student has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, they may determine that the student may submit the thesis, in a revised form for the award of the MPhil degree.
  - f) The examiners may determine that the student has not satisfied them in the examination and no award will be made.
  - g) The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.
2. In the case of a thesis for the PhD that is referred for 18 months, examiners may determine that the re-examined thesis, if it still does not meet the necessary criteria for the PhD degree, may be re-submitted for the MPhil degree.
  3. In the case of an examination for the EngD, the award of the degree is also conditional upon students passing all taught elements of their programme of study. EngD candidates who fail the thesis element may be awarded an MRes degree, based on the taught courses they have passed, at the discretion of the EngD Board of Examiners.

*Further guidance*

1. Staff and students should also refer to the Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

## 5.5.2 Outcomes of the Oral Examination: MPhil Degree

1. Students for the MPhil degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
  - a) If the thesis fulfils the criteria (set out in [5.1.3](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MPhil.
  - b) If the thesis otherwise fulfils the criteria (set out in [5.1.3](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
  - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 12 months for re-submission in a revised form on one occasion only.
  - d) If the thesis fulfils the criteria (set out in [5.1.3](#)) but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be

- permitted to re-present the same thesis and submit to a further oral examination within a period specified by them and not exceeding 12 months.
- e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.
2. The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

*Further guidance*

1. Staff and students should also refer to the [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

### 5.5.3 Outcomes of the Oral Examination: MD(Res) Degree

1. Students for the MD(Res) degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
  - a) If the thesis fulfils the criteria (set out in [5.1.4](#)), and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MD (Res).
  - b) If the thesis otherwise fulfils the criteria (set out in [5.1.4](#)) but requires minor amendments, and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
  - c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 18 months for re-submission in a revised form on one occasion only.
  - d) If the thesis fulfils the criteria (set out in [5.1.4](#)), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student is permitted to re-present the same thesis and submit to a further oral examination within a period specified by them and not exceeding 18 months.
  - e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.
2. The examiners shall not, save in very exceptional circumstances, make any of the above decisions without submitting the student to an oral examination on at least one occasion.

*Further guidance*

1. Staff and students should also refer to the [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

## 5.6 Research Misconduct

### 5.6.1 Research Misconduct: Initiation of Proceedings

1. Cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#). Exceptions to this requirement are set out below.

### 5.6.2 Extent of Misconduct: Action Open to a Department/Division

1. The following instances of research misconduct may be dealt with by the department/division concerned:
  - i) A first instance of plagiarism in the early stages of the programme of study.
  - ii) A first instance of misrepresentation of results in the early stages of the programme of study.

### *Further guidance*

1. The following instances of research misconduct may be dealt with by the department/ division concerned:
  - a) A first instance of plagiarism in the early stages of the programme of study (i.e. prior to upgrading to MPhil/PhD on the PhD programme, or at the end of the first year of study on the MPhil programme), including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent.
  - b) A first instance of plagiarism (including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent) in the later stages of the programme of study (after upgrade to MPhil/PhD on the PhD programme) in which (a) no more than 30% of the work in question can be demonstrated to have been plagiarised, or (b) in the case of plagiarised data, statistics etc., it can be demonstrated that they are not the main findings or among the main findings on which the argument of the thesis rests.
  - c) A first instance of misrepresentation of results in the early stages of the programme of study (prior to upgrading to MPhil/PhD).
  - d) A first instance of misrepresentation of results in the later stages of the programme of study (after upgrading to PhD on the PhD programme, or after the first year of study on the MPhil programme) which is judged to have been owing to error, misunderstanding or other extenuating circumstances.

### 5.6.3 Extent of Misconduct: Action Open to UCL

1. The following instances of research misconduct shall be referred to the Registrar:
  - i) any instance of plagiarism, except those covered in [Section 5.6.2](#) above;
  - ii) any repeated instance of plagiarism;
  - iii) any instance of misrepresentation;
  - iv) any instance of piracy or fraud;
  - v) any instance of any kind of research misconduct which appears in published work;
  - vi) submission of a thesis for examination by a student when an allegation of research misconduct has been made.

### *Further guidance*

1. The following instances of research misconduct must be referred for action by UCL:
  - a) Any instance of plagiarism (including suspected collusion<sup>2</sup>) other than a first instance falling under [Section 5.6.2](#) above in which more than 30% of the work can be demonstrated to have been plagiarised or, in the case of plagiarised data, statistics etc. it can be demonstrated that they are the main findings or among the main findings on which the argument of the thesis rests.
  - b) Any repeated instance of plagiarism after a warning has been given, whether or not it exceeds 30%, or involves data, statistics etc. which are not among the main findings on which the argument of the thesis rests.
  - c) Suspected use of another student's or person's work without that student's knowledge and consent.
  - d) Any instance of misrepresentation other than a first instance falling under [Section 5.6.2](#).
  - e) Any instance of piracy or fraud, as defined in the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).
  - f) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the examination for MPhil/PhD.
  - g) Submission of a thesis after the student has been warned not to submit it because of an allegation of research misconduct.
2. Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research are available from the [Research Governance website](#).

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<sup>2</sup>Where collusion between two or more students is established, all students concerned will be penalised.

#### 5.6.4 Research Misconduct Discovered after Successful Completion of an Examination

1. UCL has the right to rescind an award if research misconduct is discovered after the examination of a thesis.

### 5.7 Appeals

1. Where a decision in relation to the assessment, outcomes or progression (including Upgrade) of a student or the award of a UCL qualification is contested by the student and one or more of the grounds for appeal in the Academic Appeals Procedure can be evidenced, the decision can be appealed via the Academic Appeals Procedure within the timeframes set out in that procedure. Disagreeing with the academic judgement of an Upgrade Panel or Examiners is not valid grounds for an appeal.

### 5.8 Graduation Ceremonies

1. UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications (see the [UCL Graduation Ceremonies](#) website).
2. It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers. For further information see the [Graduation: Academic Robes web pages](#).

## 6 Visiting Research Students

1. Visiting Research Students may register for between 3 and 12 months at UCL to undertake research which is complementary to the Doctoral/PhD project they are undertaking at the university in which they are enrolled. Applications for longer periods of registration can be considered, but require special permission from UCL before students start their registration. A department/division wishing to make an offer to an applicant for a period in excess of 12 months is required to submit a statement of the case for acceptance, via [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk), to the Chair of the Research Degrees Committee [RDC].
2. Requests for extensions to the agreed registration period can be considered but require the support of both the UCL host department and the student's home institution. Departments seeking an extension to a student's Visiting Research Student status should contact [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) confirming their support and including a statement of support from the home institution.

### **Arrangements for Supervision**

1. Each Visiting Research Student will work under the guidance of a suitably qualified and approved UCL research supervisor during their time at UCL (see [Section 3](#) for Supervisor Eligibility Criteria) and the supervisor must be recorded against their Portico record in the normal way. Visiting Research Students are not required to have both a Principal and Subsidiary Supervisor as is the case for UCL students; they typically have one supervisor allocated to oversee their work.
2. Visiting Research Students are not required to use the [Online Research Student Log](#).
3. Further information for UCL supervisors is available in the Guidelines for Supervising Visiting Research Students [on the Chapter 5 webpage](#).