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### UCL STUDENT AND REGISTRY SERVICES

Academic Policy and Quality Assurance

**DOCTORAL PROGRAMME PROPOSAL FORM**

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| This form should be used to obtain **Final Approval** from the relevant Department, Faculty and UCL for the establishment of a new doctoral programme.  This form should be fully completed and submitted to Academic Services only once Department and Faculty approval has been granted. This should be evidenced with the appropriate signatures.  Please expand boxes as necessary to input required text.  This form should be sent to the Senior Policy Advisor (Programme Approval) in Academic Services at [acadserv.pmap@ucl.ac.uk](mailto:acadserv.pmap@ucl.ac.uk).  The role of this form is described in Chapter 7 Part B, Section 9 of the UCL Academic Manual. |

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| **1** | **Programme details** | | | | | |
| 1.1 | Programme Initiator(s) | Name:  Title:  Email:  Telephone Number: | |  | | |
| 1.2 | Proposed inter-departmental/divisional programme? Yes/No  If ‘Yes’ please provide details: | | | | | |
| 1.3 | Lead department/division  Please select from the list of departments below:  (*For inter-departmental/divisional proposals one department/division must ‘own’ the programme for administrative purposes).*  If the department is not on the list please complete an application for the approval of recruitment of research students (Link[: Form 7.9.4 Recruitment of Research Students to Academic or Research Departments (Divisions/Institutes/Units)](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/7.9.4_recruitment_of_research_students_to_academic_or_research_departments_div._a.docx))   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Arts and Hums  Choose an item. | Brain Sci  Choose an item. | Built Env  Choose an item. | Engineering  Choose an item. | IOE  Choose an item. | | Laws  Choose an item. | Life Sci  Choose an item. | MAPS  Choose an item. | Medical Sci  Choose an item. | Pop Health Sci  Choose an item. | | SHS/SSEES  Choose an item. |  |  |  |  | | | | | | |
| 1.4 | Proposed inter-faculty programme? Yes/No  If ‘Yes’ please provide details: | | | | | |
| 1.5 | Lead Faculty?  *(For inter-departmental/divisional proposals one Faculty must ‘own’ the programme for administrative purposes)*? | | | | | |
| 1.6 | Are there collaborations with third party(ies)? Yes/No  If ‘Yes’ please provide details: | | | | | |
| **2** | **Title and Qualification details** | | | | | |
| 2.1 | Title of the proposed programme *(e.g Trauma and Orthopaedics)*? | | | | | |
| 2.2 | Proposed qualification *(i.e. MPhil/PhD, EngD, Professional Doctorate)*? | | | | | |
| 2.3 | Programme Area  Please choose the programme area from the list of faculties below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Arts and Hums  Choose an item. | Brain Sci  Choose an item. | Built Env  Choose an item. | Engineering  Choose an item. | IOE  Choose an item. | | Laws  Choose an item. | Life Sci  Choose an item. | MAPS  Choose an item. | Medical Sci  Choose an item. | Pop Health Sci  Choose an item. | | SHS/SSEES  Choose an item. |  |  |  |  | | | | | | |
| 2.4 | When is the first enrolment likely to take place (dd/mm/yyyy)? | | | | | |
| 2.5 | Proposed mode(s) of study *(i.e. full time only or full and part time)*? | | | | | |
| 2.6 | Is the programme open to visiting research students? Yes/No  If ‘Yes’ please provide details: | | | | | |
| 2.7 | What are the individual discipline(s) *(e.g. Geography or Archaeology and Anthropology)*? | | | | | |
| 2.8 | What is the high level rationale for the proposal *(e.g. national need, gap in the market, UCL strategy)*? | | | | | |
| **3** | **For proposed PhD/EngD Programme(s) only** | | | | | |
| 3.1 | Does the proposed programme have an integrated MRes programme? Yes/No | | | | | |
| 3.2 | Can a student take the MRes programme alone? Yes/No | | | | | |
| 3.3 | Provide details of requirements for upgrade from MPhil | | | | | |
| 3.4 | Is this a Centre for Doctoral Training? Yes/No  If ‘Yes’ please provide name: | | | | | |
| 3.5 | Placement in industry or other placement? Yes/No  If ‘Yes’ please provide details: | | | | | |
| 4 | **For proposed Professional Doctorate programmes only** | | | | | |
| 4.1 | Provide the structure of the programme and identify the weighting of the taught element and research:  *(i.e. two years of teaching, followed by two years of research)* | | | | | |
| 4.2 | Word count of research thesis? | | | | | |
| 4.3 | Word count of other academically assessed work such as a portfolio? | | | | | |
| 4.4 | Continuing research status permissible? Yes/No | | | | | |
| 4.5 | UCL norms to apply for number of supervisors, etc? Yes/No  If ‘No’ please provide an explanation: | | | | | |
| 4.6 | Clinical or other placement? Yes/No  If ‘Yes’ please provide details: | | | | | |
| **5** | **Research Environment** | | | | | |
| 5.1 | Identify main lines of research involved in the programme: | | | | | |
| 5.2 | Research skills training provision: | | | | | |
| 5.3 | Provide details of teaching opportunities for PhD students: | | | | | |
| 5.4 | Project approval procedures: | | | | | |
| 5.5 | Provide a brief description of the research environment: | | | | | |
| 5.6 | Are there sufficient numbers of qualified supervisors available from the outset of the new programme up to reaching target numbers? Yes/ No  If ‘No’ provide an explanation of the steps that will be taken to remedy the situation: | | | | | |
| 5.7 | Provide a brief description of the physical research space available for new students | | | | | |
| 5.8 | Provide a brief description of the administrative support | | | | | |
| 5.9 | Identify key roles | | | | | |
| Departmental Graduate Tutor | | | | Name:  Email:  Telephone No | |
| Programme Administrator | | | | Name:  Email:  Telephone No: | |
| **6** | **Funding and Evidence of a Market** | | | | | |
| 6.1 | Has qualitative evidence of market research or demand for the proposed programme been appended? Yes/No  If ‘No’ provide an explanation: | | | | | |
| 6.2 | Provide details of external references that have been considered as part of the market research  (i.e. government bodies, industrial representatives etc) | | | | | |
| 6.3 | Describe how students will be funded (i.e. fees, stipend, sponsorship etc): | | | | | |
| 6.4 | Provide details of any associated funding and attach business case to support this proposal: | | | | | |
| **7** | **Approvals** | | | | | |
| 7.1 | If there are taught elements (i.e. full modules) as part of the proposed programme, have they been submitted for UCL’s **Programme and Module Approval Panel (PMAP) Approval**? | | Yes:  No:  Not applicable: | | | **🞎**  **🞎**  **🞎** |
| 7.2 | Confirmation of **Finance Director Approval** | | Name:  Date: | | | |
| 7.3 | Confirmation of **Lead Departmental/Divisional Approval** | | Name:  Position:  Date: | | | |
| 7.4 | Confirmation of **Lead Faculty Approval** | | Name:  Position:  Date: | | | |
| 7.5 | Confirmation of **Chair of Research Degrees Committee Approval** | | Name:  Position:  Date: | | | |