



# UCL Academic Manual

2021-22

## Chapter 5: Research Degrees Framework

### Part G: Master of Philosophical Studies (MPhilStud)

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# 1 Admissions

## 1.1 Standard Qualifications for Admission

1. The normal minimum entrance qualifications for registration for the degree of Master of Philosophical Studies (MPhilStud) is the award of an upper second class Honours degree, or equivalent overseas qualification, in an appropriate discipline. Individual programmes may set higher entry requirements.
2. Relevant postgraduate study, such as a taught degree at masters level, may be acceptable where the first degree is not an Honours degree or equivalent overseas qualification.

# 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 Initial Registration

1. 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.
2. 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.

## 2.3 Course of Study

### 2.3.1 General

1. All research degree students are required to pursue a course of study prescribed by UCL.
2. A programme of study 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](#).

### 2.3.2 Master of Philosophical Studies (MPhilStud)

1. The MPhilStud programme should comprise the following elements:

- i) core research training modules (90 credits);
  - ii) research specialisation modules (150 credits);
  - iii) a thesis of no more than 30,000 words (120 credits).
2. Students must have passed research training and specialisation modules to a minimum value of 240 credits in order to qualify for submission of the thesis.

## 2.4 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.
2. 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.

## 2.5 Length of Programme

1. The length of the MPhilStud is normally two calendar years of full-time study.

## 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 Interruption of Study

1. Interruption of study may be granted on the authorisation of the Director of Academic Services, 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.
3. The [Students website](#) provides further detail on the Interruption of Study Procedure.

# 3 Supervisory Arrangements

## 3.1 Supervisors: General

1. Each UCL student registered for the MPhilStud 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:
  - The existing Subsidiary Supervisor shall be appointed as joint Principal Supervisor with the retired member of staff;
  - 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. 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 for an MPhilStud should normally:
  - a) have satisfactorily completed any probationary period attached to his/her appointment;
  - b) have expertise in the area of the proposed research;

- c) have had previous experience of at least one successful MPhilStud or MPhil/PhD supervision within a supervisory team (defined as having taken a student all the way through to a research degree award).
- 4. A Subsidiary Supervisor for an MPhilStud should normally:
  - a) have expertise relevant to the area of proposed research;
  - b) be familiar with the standards required for MPhilStud or MPhil/PhD research.
- 5. 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.
- 6. A Research Associate may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
  - a) have a research contract lasting at least three years from the time the supervised student commences his/her programme of study;
  - b) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.

*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 MPhilStud or MPhil/PhD 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], that may be supervised by an individual as either Principal or Subsidiary Supervisor will be nine, using the following formula:

1 Full-Time MPhilStud student	1.0 for a Principal Supervisor
1 Full-Time MPhilStud student	0.5 for a Subsidiary Supervisor

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. 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, 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 Assessment**

### **4.1 Assessment of Research Training and Specialisation Elements**

1. Assessments qualifying a candidate for submission of a thesis shall take place within the period of the overall programme and shall be by written examinations or coursework, as prescribed for each individual course or module.
2. Assessment of research training and research specialisation modules will be subject to the Assessment Framework for Taught Programmes (Academic Manual, Chapter 4) sections 1 to 5 (Overarching Principles of Assessment; Assessment Information; Module Assessment; Examinations; (Reasonable Adjustments) inclusive, sections 7 to 8 (Marking & Moderation; Assessment Feedback), section 11 (Consequences of Failure), and section 13 (Boards of Examiners).
3. Sections 6 (Extenuating Circumstances), 9 to 10 (Progression & Award; Classification), 12 (Interim Qualifications), and 14 to 15 (Award of Degrees; Classification for Undergraduate Students First Enrolling in 2017-18 or earlier) of the Assessment Framework for Taught Programmes (Academic Manual, Chapter 4) do not apply.
4. The award of the degree shall be dependent on the thesis, which a candidate may not submit until he/she has successfully completed all the other elements of the programme, and on the final oral examination.
5. Modules for the research training and specialisation part of the programme will be assessed by the methods and at the dates indicated for the module in question.

### **4.2 Requirements of a Thesis**

#### **4.2.1 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 MPhilStud 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 a statement of confirmation is certified 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 2.3 Exemption from Part of a Programme of Study](#)).
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.'*

### **4.2.2 Requirements of an MPhilStud Thesis**

1. A thesis for the award of an MPhilStud degree shall be examined in accordance with the following criteria, according to which 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) includes a satisfactory bibliography and references.
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.

### **4.2.3 Language of a Thesis**

1. All theses must be written in English.
2. In all cases, the oral examination of a thesis would normally be conducted in English.

### **4.2.4 Word Length of a Thesis**

1. The maximum word length for an MPhilStud thesis is 30,000 words.
2. The maximum word length includes footnotes, tables and figures but excludes bibliography, appendices and supporting data.

### *Further guidance*

1. The signature of the student and the Principal Supervisor on the Examination Entry Form to the MPhilStud examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit.
2. '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.

#### **4.2.5 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](#).

#### **4.2.6 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).

#### **4.2.7 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](#).

### **4.3 Examination Entry**

#### **4.3.1 Examination Entry Form**

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 a link to 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 the [Chapter 5 webpage](#) for more details).

#### 4.3.2 Thesis Submission

1. A student should submit a thesis for examination before the end of 24 months of registration full time and must do so before the end of any CRS period (see section 5 below). 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.
2. 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](#).
3. 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 MPhilStud 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](#).

#### 4.3.3 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.

#### 4.3.4 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 4, Section 5: Reasonable Adjustments](#) and the section for Postgraduate Research Students in particular.

## 4.4 Appointment of Examiners

### 4.4.1 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
  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.
    - 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. Further guidelines on the appointment of examiners and nomination forms are available on the [Chapter 5 webpage](#).

### 4.4.2 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.
- iv) The third examiner will, however, be nominated and appointed through usual UCL procedures and using the Examiner Nomination Form on the [Chapter 5 webpage](#).

## 4.5 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 MPhilStud 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 webpage](#).
3. Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in Section 4.2 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](#).

## 4.6 Outcomes of the Oral Examination

1. Students for an MPhilStud 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 MPhilStud degree:
  - a) If the thesis fulfils the criteria (set out in 4.2) 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 student has passed the research component of the award.
  - b) If the thesis otherwise satisfies the criteria (set out in 4.2) 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 number 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 12 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 MPhilStud 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 4.2), 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 12 months.
  - e) If, after completion of the examination for the MPhilStud degree, 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, then no award will be made.
  - f) 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 Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

## 4.7 Research Misconduct

1. All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the regulations set out in the [Chapter 5, Part A, Section 5.6: Research Misconduct](#) and with the [UCL Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research](#).

## 4.8 Student Complaints Procedure

1. There is no right of appeal against an academic decision. There is a Student Complaints Procedure in place. Students can lodge a case under this procedure in the circumstances specified. Students and staff should consult [Chapter 6, Section 10: Student Complaints Procedure](#).

## 4.9 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](#).

# 5 Completing Research Status

## 5.1 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). 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 [5.3 below](#).
3. An MPhilStud student must be registered for at least two calendar years full time before he or she will be eligible to take up 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 passed research training and specialisation modules to a minimum value of 240 credits;
  - b) Be in a position to submit his or her thesis within 12 months (for full-time students);
  - c) Have met any other departmental or divisional conditions.
5. Further guidance is available from the [Completing Research Status](#) webpages.

## 5.2 Completing Research Student Status (CRS): Entitlements and Obligations

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.
2. A student awarded CRS must submit a thesis for examination before the end of his or her CRS period.

### *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. 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](#).

## 5.3 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.

*Further guidance*

1. Applications for extension to CRS must be made via the application form available in [Portico](#) (for further information see: [Completing Research Status \(CRS\) webpages](#)). 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.

## 5.4 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 fadvice. 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.

## 5.5 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 12 months will remain registered as a submitted student on the basis of [5.2 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](#)).