



Academic Regulations for Students

Research Degree Programmes, Section 2: Research Degree Students – Programme of Study

2014-2015 Academic Session

Contents

Links to Recent Changes and/or Additions to the Published Regulations	3
Introduction to these regulations	4
1. Requirements of a Thesis: PhD/EngD/MPhil/MD(Res)	4
1.1 Theses: General	4
1.2 Requirements of a PhD/EngD Thesis	5
1.3 Requirements of an MPhil Thesis	6
1.4 Requirements of an MD(Res) Thesis	7
1.5 Language of a Thesis	8
1.6 Word Length of Theses	9
1.7 Format of a Thesis	9
1.8 Approval of a Thesis Title	10
1.9 Availability of a Thesis	10
2 Examination Entry	11
2.1 Examination Entry Form: MPhil/PhD/EngD/MD(Res)	11
2.2 Thesis Submission: MPhil/ PhD/EngD/MD(Res)	12
2.3 Dispatch of Theses to Examiners	12
3 The Appointment of Examiners	13
3.1 The Appointment of Examiners for Research Degrees	13
3.2 The Appointment of Additional Examiners	14

Back to: [table of contents](#)

4	Conduct of the Research Degree Examination	15
4.1	Conduct of the Research Degree Examination	15
5	Outcomes of the Oral Examination	16
5.1	Outcomes of an Oral Examination: PhD/EngD Degrees	16
5.2	Outcomes of an Oral Examination: MPhil Degree	18
5.3	Outcomes of an Oral Examination: MD(Res) Degree	19
6	Research Misconduct Appeal against an Examination Outcome	20
6.1	Research Misconduct: Initiation of Proceedings	20
6.2	Extent of Misconduct: Action Open to a Department/Division	20
7	Student Complaints Procedure	23
8	Graduation Ceremonies: Academic Robes	23

Links to Recent Changes and/or Additions to the Published Regulations

1.9 [Availability of a Thesis](#)

1.7 ii Update April 2015: Both sides of the paper may be used for thesis printing.

Introduction to these regulations

The General Regulations apply to all University College London (UCL) MPhil, PhD, EngD and MD(Res) students.

The Academic Regulations for Students for Research Degree students are UCL's overarching regulations and students should read these regulations together with local regulations for the Department and Faculty housing their programme of study. EngD students should also read these together with the Section 3 Specific Programme regulations.

[Section 3 Specific Programme regulations \(PDF\)](#)

1. Requirements of a Thesis: PhD/EngD/MPhil/MD(Res)

1.1 Theses: General

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.

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.

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.

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.

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 on theses

- i) An allowance may be made in the case of a student who has transferred from another institution. See Admission to Research Degree Programmes in

Back to: [table of contents](#)

the Academic Regulations for Students for Research Degree students, Section 1 for further information. (See link at the end of this section.)

- ii) 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.'

1.2 Requirements of a PhD/EngD Thesis

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:

- i) is genuinely the work of the candidate;
- ii) 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;
- iii) 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;
- iv) 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;
- v) 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;
- vi) shows the exercise of critical judgement with regard to both a student's own work and that of other scholars in the field;
- vii) is an integrated whole and presents a coherent argument;
- viii) gives a critical assessment of the relevant literature, describe 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.

Back to: [table of contents](#)

- ix) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- x) takes due account of previously published work on the subject;
- xi) 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;
- xii) 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);
- xiii) shows a student's ability to design and implement an independent research project.

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.

1.3 Requirements of an MPhil Thesis

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:

- i) is genuinely the work of the candidate;
- ii) 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;
- iii) 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;
- iv) takes due account of previously published work on the subject;
- v) 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;
- vi) is an integrated whole and presents a coherent argument;
- vii) is satisfactory as regards literary presentation;

Back to: [table of contents](#)

- vii) has a full bibliography and reference.

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.

1.4 Requirements of an MD(Res) Thesis

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.

The thesis shall:

- i) demonstrate it is genuinely the work of the candidate;
- ii) 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;
- iii) 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;
- iv) be an integrated whole and present a coherent argument;
- v) 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;
- vi) include a full bibliography and references;
- vii) demonstrate research skills relevant to the thesis being presented;

- vii) 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).

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.

1.5 Language of a Thesis

All theses must be written in English.

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 6 months.

The English abstract is a compulsory additional submission and standard English Language skills are required.

In all cases, the oral examination of a thesis would normally be conducted in English.

Further guidance for students and staff

- i) 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 SSEES.
- ii) 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.
- iii) The decision would take into account the feasibility of supervising and examining a PhD in a language other than English.
- iv) A request to write the PhD in another language made after 6 months should be submitted by the Department and Faculty and should be referred to the Chair of the Research Degrees Committee via the Student Centre.

Back to: [table of contents](#)

- v) When a candidate has been granted approval for a thesis to be submitted in a language other than English the Student Centre must be informed.

1.6 Word Length of Theses

The maximum word lengths for theses are:

- i) PhD/EngD degree: 100,000 words
- ii) MPhil degree: 60,000 words
- ii) MD(Res) degree: 50,000 words

The maximum word lengths include footnotes, tables and figures but exclude bibliography, appendices and supporting data.

Further guidance on the word lengths of theses

- i) 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.
- ii) The signature of the Student and the Principal Supervisor on the examination entry form to the MPhil, PhD, EngD or MD(Res) examinations shall be taken as confirmation that the thesis submitted is within the required word limit. (See link at the end of this section.)
- iii) '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 100,000/60,000/50,000 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.
- iv) Students registered for DClinPsy/DEdPsy/DPsych/Doctorate in Speech and Language Therapy 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.

1.7 Format of a Thesis

The thesis should be submitted in the format determined by UCL at the time of submission.

Back to: [table of contents](#)

Further guidance on the format of a thesis

- i) Further information and guidance is available on the relevant websites for the format and presentation of theses, theses binding and examination entry. (See link at the end of this section.) Some exceptions are made for students in the fields of Fine Art, Design, Architecture and Town Planning as detailed in the guidance notes.
- ii) A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. One or both sides of the paper may be printed on. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis.

1.8 Approval of a Thesis Title

A student must have the title of his/her thesis approved by his/her Principal Supervisor.

The approved title is submitted to UCL on the examination entry form submitted to the Student Centre. (See link at the end of this section.)

1.9 Availability of a Thesis

After the examination has been completed and before the degree is awarded, successful students are required to submit one soft-bound copy to UCL, via the Student Centre, for lodging in the UCL library. (See link at the end of this section.)

The electronic copy of your thesis and Deposit Agreement Form should be deposited directly via UCL's Research Publications Service (RPS).

Further guidance on the availability of a thesis

- i) The electronic copy of a thesis and Deposit Agreement Form should be deposited directly via UCL's Research Publications Service (RPS). Further information about the terms of this declaration on retention is available at the Research Degree Exam Entry webpage. (See link at the end of this section.)
- ii) A student may apply to UCL at the time of registration or thereafter, for restriction of access for a period of not more than three calendar years 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

Back to: [table of contents](#)

them. Applications to restrict access to a thesis should be made via the Library. (See link at the end of this section.)

- iii) Further information on the availability of the thesis for Practice-Led programmes is available from the Research Degree Thesis Formatting webpage. (See link at the end of this section.)

Links for Section 1

All links go to the UCL website, unless stated otherwise:

[Section 1, Academic Regulations for Students for Research Degree students \(PDF\)](#)

[UCL Student Centre](#)

[Thesis binding and submission](#)

[UCL Research degrees examination entry](#)

[UCL Library services – restricting access to your thesis](#)

[Thesis Formatting webpage](#)

[Electronic Theses](#)

2 Examination Entry

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

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 Research degrees examination entry. (See link at the end of this section.)
- 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 link at the end of this section.)
- iii) If a student has not submitted a thesis for examination within 18 months (or such shorter period as shall be stipulated by UCL) from the submission of the form of entry for the examination, the examination entry will be

Back to: [table of contents](#)

cancelled unless a special case is made for late submission in writing to UCL via the Student Centre. (See link at the end of this section.)

2.2 Thesis Submission: MPhil/ PhD/EngD/MD(Res)

Prior to examination, candidates are required to submit two soft bound copies of their theses to UCL for dispatch to their examiners.

After the examination and before the award is made, candidates entering for a UCL award are required to submit one soft bound thesis and to deposit one e-thesis in the UCL Institutional Repository. Candidates entering for a University of London award are required to submit one soft bound thesis.

Further guidance on thesis submission

- i) A student may be required to provide additional copies of his/her thesis additional examiners are appointed at any stage in the examination process.
- ii) 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 the UCL Registry and Academic Services Division. Further information and forms for research degree examination entry and submission of theses is available at the Research Degree Exam Entry and Thesis Submission webpages. (See link at the end of this section.)
- iii) Further information on the thesis submission for Practice Led programmes is available from the Research Degree Thesis Formatting webpage. (See link at the end of this section.)

2.3 Dispatch of Theses to Examiners

A thesis will be sent, via the Student Centre, to both examiners at least four weeks in advance of an oral examination.

Direct submission of theses to examiners by students, supervisors or Departments is not permitted.

Further guidance on dispatching theses to examiners

- i) All theses will be submitted to UCL via the Student Centre. Theses will be sent to both examiners by the Student Centre. 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. (See link at the end of this section.)

Back to: [table of contents](#)

- ii) 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.
- iii) N.B. 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.

Links for Section 2

All links go to the UCL website, unless stated otherwise:

[UCL Examiner nomination forms \(Word doc\)](#)

[UCL Research degrees examination entry](#)

[Thesis binding and submission](#)

[Thesis Formatting webpage](#)

[UCL Student Centre](#)

3 The Appointment of Examiners

3.1 The Appointment of Examiners for Research Degrees

Two examiners will be appointed for each candidate in accordance with the UCL procedures for the appointment of examiners. One of the examiners shall be external to UCL; the other shall normally be a member of the academic staff of UCL. (See link at the end of this section.)

Further guidance on the appointment of examiners

- i) 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.
- ii) 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.

Back to: [table of contents](#)

- iii) In the case of a student who is a member of the academic staff of UCL, no examiner may be appointed who is internal to UCL. In this case, all examiners must be external to UCL.
- iv) 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*.

[*‘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]

- v) 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. Further guidelines for the appointment of examiners and nomination forms are available at the Research Degrees website. (See link at the end of this section.)

3.2 The Appointment of Additional Examiners

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) 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. (See links at the end of this section.)

Links for Section 3

All links go to the UCL website, unless stated otherwise:

[UCL Research degrees](#)

[UCL Examiner nomination forms \(Word doc\)](#)

4 Conduct of the Research Degree Examination

4.1 Conduct of the Research Degree Examination

The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.

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.

The oral examination should be held at UCL.

Further guidance on the conduct of the research degree examination

- i) 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 the UCL Student Centre together with the final, joint report. The preliminary and joint reports will be released to students.
- ii) Examiner report forms and procedural information are available at the Registry & Academic Services Research Degrees website. (See link at the end of this section.)

Back to: [table of contents](#)

- iii) Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in sections 1.2, 1.3 and 1.4, 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.
- iv) 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.
- v) The Supervisor who attends the viva 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.
- vi) 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 the Student Centre. (See link at the end of this section.)
- vii) For further guidance on the conduct of an oral examination, students and staff should also refer to the UCL Graduate School Code of Practice for Graduate Research Degrees.

Links for Section 4

All links go to the UCL website, unless stated otherwise:

[UCL Research degrees](#)

[UCL Student Centre](#)

[Code of Practice for Graduate Research Degrees](#)

5 Outcomes of the Oral Examination

5.1 Outcomes of an Oral Examination: PhD/EngD Degrees

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:

Back to: [table of contents](#)

- i) If the thesis fulfils the criteria (set out in 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.
- ii) If the thesis otherwise satisfies the criteria (set out in 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.
- iii) 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 representation 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.
- iv) If the thesis fulfils the criteria (set out in 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.
- v) 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 representation 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.
- vi) The examiners may determine that the student has not satisfied them in the examination and no award will be made. 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.

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.

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,

Back to: [table of contents](#)

based on the taught courses they have passed, at the discretion of the EngD Board of Examiners.

Further guidance on outcomes of an oral examination: PhD/EngD Degrees

Staff and students should also refer to the Graduate School's Code of Practice for Graduate Research Degrees for further guidance on the examination of research degree students. (See link at the end of this section.)

5.2 Outcomes of an Oral Examination: MPhil Degree

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:

- i) If the thesis fulfils the criteria (set out in 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.
- ii) If the thesis otherwise fulfils the criteria (set out in 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.
- iii) 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 representation 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.
- iv) If the thesis fulfils the criteria (set out in 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.
- v) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.

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.

Back to: [table of contents](#)

Further guidance on outcomes of an oral examination: MPhil Degree

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. (See link at the end of this section.)

5.3 Outcomes of an Oral Examination: MD(Res) Degree

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:

- i) If the thesis fulfils the criteria (set out in 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).
- ii) If the thesis otherwise fulfils the criteria (set out in 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.
- iii) 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 representation 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.
- iv) If the thesis fulfils the criteria (set out in 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.
- v) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.

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.

Back to: [table of contents](#)

Further guidance on outcomes of an oral examination: MD (Res) Degree

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. (See link at the end of this section.)

Link for Section 5

[Code of Practice for Graduate Research Degrees](#)

6 Research Misconduct Appeal against an Examination Outcome

6.1 Research Misconduct: Initiation of Proceedings

All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the UCL Procedures for Investigating and Resolving Allegations of Misconduct.

Further guidance on Research Misconduct: Initiation of Proceedings

Cases of suspected research misconduct shall be investigated by following the procedures outlined in sections 6.2 and 6.3 below. Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research are available from the Research Governance website. (See link at the end of this section.)

6.2 Extent of Misconduct: Action Open to a Department/Division

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 on action open to a department/division on misconduct

- i) The following instances of research misconduct may be dealt with by the Department concerned.
 - a) A first instance of plagiarism in the early stages of the programme of study (prior to upgrading to MPhil/PhD on the PhD programme, at the end of the first year of study on the MPhil programme), including suspected collusion (including suspected collusion but not including

Back to: [table of contents](#)

suspected use of a fellow student's or other person's work without that student's knowledge and consent) 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 no more than 30% (approximately) of the work in question can be demonstrated to have been plagiarised or, 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 MPhil/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.
- ii) Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research are available from the Research Governance website. (See link at the end of this section.)

6.3 Extent of Misconduct: Action Open to UCL

The following instances of research misconduct shall be referred to the Registrar:

- i) any instance of plagiarism, except those covered in 6.2.
- 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 on action open to UCL on misconduct

- i) The following instances of research misconduct must be referred for action by UCL:
 - a) Any instance of plagiarism (including suspected collusion*) other than a first instance falling under 6.2 in which above approximately 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 6.3 (iii) or (iv).
 - e) Any instance of piracy or fraud, as defined in UCL's procedures. (See link at the end of this section.)
 - 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.

[*Where collusion between two or more students is established, all students concerned should be penalised.]
- ii) Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research are available from the Research Governance website. (See link at the end of this section.)
- iii) Research Misconduct Discovered after Successful Completion of an Examination

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

Link for Section 6

[UCL Research Governance – Investigating cases of alleged research misconduct](#)

Back to: [table of contents](#)

7 Student Complaints Procedure

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 UCL Student Complaints Procedures.

Link for Section 7

[UCL Student Complaints Procedures](#)

8 Graduation Ceremonies: Academic Robes

The wearing of academic robes is mandatory at UCL's Graduation Ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers.

Link for Section 8

[UCL Graduation: Academic robes](#)