UCL STUDENT AND REGISTRY SERVICES

Research Degrees

Student Records

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**SUSPENSION OF EXAMINATION REGULATIONS FOR RESEARCH STUDENTS**

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| **STUDENT DETAILS** *(as registered on PORTICO)* |
| Surname:  | Student Number:  |
| Forenames:       |
| Field of Study:       |

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| **REASON FOR SUSPENSION OF RESEARCH DEGREE EXAMINATION REGULATIONS** |
| **FOR COMPLETION BY PRINCIPAL SUPERVISOR**[ ]  Permission to submit thesis in a non-standard format1[ ]  Hold viva by video conferencing2[ ]  Hold viva overseas / outside London3[ ]  Permission for delayed submission as a **non-registered** student4   NB: This is not a CRS Extension[ ]  Extension of time to make minor corrections to thesis5[ ]  Extension of time to submit thesis in a revised form5[ ]  OtherSee explanatory notes. | Expected date of submission: dd/mm/yyyyExpected date of submission: dd/mm/yyyyExpected date of submission: dd/mm/yyyy |
| Please provide an explanation for this request:      |
|  |
| Full Name and Title:       |
| Email:       | Telephone:       |
| Signature *(Principal Supervisor)*: |  | Date: |       |

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| **FOR COMPLETION BY REGISTRY** |
| Comments:      |

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| **FOR COMPLETION BY THE CHAIR OF THE RESEARCH DEGREES COMMITTEE** |
| [ ]   **APPROVED** by the Chair on behalf of the Research Degrees Committee[ ]  **NOT APPROVED** by the Chair on behalf of the Research Degrees Committee[ ]  **REFERRED** to representatives of the Research Degrees Committee for consideration Comments:      |
| Signed: |  | Date: |       |

**EXPLANATORY NOTES:**

The following notes have been taken from the Regulations and Guidance on Viva Examinations for Research Degrees.

**1Format of a Thesis**

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

Guidance for students and staff:

i) Further information and guidance is available on the relevant websites for details on [formatting, binding and submission of thesis](https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/format-bind-and-submit-your-thesis-general-guidance%20) and [examination entry](https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry). Some exceptions are made for students in the fields of Fine Art, Design, Architecture and Town Planning as detailed in the guidance notes.

ii) Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the thesis. 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. Only one side of the paper may be used.

**2Examination by Video Conferencing**

Examination by video conference, or by webcam, is not normally permissible, but if there are extenuating circumstances for an examiner to act in this way, supervisors may apply for the suspension of regulations through Research Degrees in Student and Registry Services. All applications will be considered on a case-by-case basis.

**3Holding viva outside London**

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.

**4Permission for delayed submission as a non-registered student**

A student who submits late will be liable for a Submission Extension Fee

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.

When completing the form, please confirm that the subject matter contained within the thesis remains valid.

All students who submit after the end of their CRS registration will pay a [Submission Extension Fee](https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/extension-fees) equivalent to the part-time home fee current at the time. 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.

If a student holds a Tier 4 visa they and they are granted permission for delayed submission as a non-registered student their registration will be closed and their Tier 4 visa will no longer apply. If they should remain registered you will need to request a CRS Extension, the form can be found here: <https://www.ucl.ac.uk/students/status/research-students/completing-research-status#crs-extension>

**5Extension to the deadline to submit corrections (Minor/Resubmission)**

In the rare cases where a candidate cannot complete the required corrections within the specified time limit, permission may be sought for an extension. You must indicate the reason for the delay in submitting the corrections and confirm that both examiners have agreed to this extension. You will also need to provide the expected date of submission.

For further information, please refer to:

<http://www.ucl.ac.uk/srs/academic-manual/overview>

<http://www.ucl.ac.uk/srs/academic-manual/research-degrees/documents/oral_guidance.pdf>