

## Timeline for students on a 3 year MPhil/PhD schedule

<b>Month 1</b> <ul style="list-style-type: none"> <li>Discussed project proposal and risk assessment with supervisors</li> <li>Registration on e-log</li> <li>Familiarisation with Doctoral School Skills Development Programme (<a href="http://courses.grad.ucl.ac.uk/">http://courses.grad.ucl.ac.uk/</a>)</li> <li>Has your mentor contacted you?</li> </ul>	<b>Month 2</b>	<b>Month 3</b> Completion of e-log	<b>Month 4</b> <ul style="list-style-type: none"> <li>Submit Initial Questionnaire to ICH Research Degrees Office</li> <li>Should have agreed aims of project with supervisors</li> </ul>	<b>Month 5</b>	<b>Month 6</b> Completion of e-log
<b>Month 7</b>	<b>Month 8</b> Submit abstract of project with appropriate timeline of studies to ICH Research Degrees Office	<b>Month 9</b> <ul style="list-style-type: none"> <li>Earliest discussed of upgrade with supervisor. Upgrade to take place between 9-18 months.</li> <li>Earliest point to submit Upgrade Proposal Form to ICH Research Degrees Office</li> </ul>	<b>Month 10</b>	<b>Month 11</b>	<b>Month 12</b> <ul style="list-style-type: none"> <li>Completion of e-log</li> <li>Should have received Annual Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*.</li> <li>Should have obtained approx. 20 skills training development points</li> <li>Has upgrade been planned?</li> </ul>
<b>Month 13</b> Should have submitted annual progress report** to ICH Research Degrees Office	<b>Month 14</b>	<b>Month 15</b>	<b>Month 16</b>	<b>Month 17</b>	<b>Month 18</b> <ul style="list-style-type: none"> <li>Upgrade should have already taken place</li> <li>Completion of e-log</li> </ul>
<b>Month 19</b>	<b>Month 20</b>	<b>Month 21</b>	<b>Month 22</b>	<b>Month 23</b>	<b>Month 24</b> <ul style="list-style-type: none"> <li>Completion of e-log</li> <li>Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*.</li> <li>Should have obtained approx.. 40 skills development training points</li> </ul>
<b>Month 25</b> Should have submitted annual progress report** to ICH Research Degrees Office	<b>Month 26</b>	<b>Month 27</b> <ul style="list-style-type: none"> <li>Agreement of thesis structure and timetable for thesis writing</li> <li>Familiarisation with UCL thesis submission rules (<a href="http://www.ucl.ac.uk/current-students/exams_and_awards/GI/res_degree_exam_entry">http://www.ucl.ac.uk/current-students/exams_and_awards/GI/res_degree_exam_entry</a>)</li> </ul>	<b>Month 28</b>	<b>Month 29</b>	<b>Month 30</b> Completion of e-log

<b>Month 31</b> Have you started writing up? Compliance with UCL thesis style and layout guidelines <a href="https://www.ucl.ac.uk/current-students/research_degrees">https://www.ucl.ac.uk/current-students/research_degrees</a>	<b>Month 32</b> <ul style="list-style-type: none"> <li>•Submit research degree examination entry form†</li> <li>•Should have obtained 50-60 skills development training points.</li> <li>•Supervisors to nominate examiners†</li> </ul>	<b>Month 33</b>	<b>Month 34</b>	<b>Month 35</b>	<b>Month 36</b> <ul style="list-style-type: none"> <li>• Expected submission of thesis between 36-48 months</li> <li>• Completion of e-log</li> <li>• Enter CRS – has supervisor notified the Research Degrees Office?</li> </ul>
<b>CRS‡</b> <b>Month 1-2</b>	<b>CRS</b> <b>Month 3-4</b>	<b>CRS</b> <b>Month 5-6</b>	<b>CRS</b> <b>Month 7-8</b> Latest examination entry, including nomination of examiners	<b>CRS</b> <b>Month 9-10</b>	<b>CRS</b> <b>Month 11-12</b> Latest submission date or deregistration occurs. If you predict difficulty meeting this deadline notify a member of the postgraduate team at least one month before your submission deadline

\*If you have not received an invitation, you should contact the ICH Research Degrees Office ([ich.researchdegrees@ucl.ac.uk](mailto:ich.researchdegrees@ucl.ac.uk)).

\*\*These forms are sent to you as Word documents by the ICH Research Degrees Office: the Student's Confidential Progress Report (Form B), Scientific Progress Report, which is filled out with the supervisor (Form C1 (8-Month Progress Report) or C2). Form A is the Supervisor's Confidential Progress Report, and is their responsibility. If you have not received Forms B or C1/C2, you should contact the ICH Research Degrees Office ([ich.researchdegrees@ucl.ac.uk](mailto:ich.researchdegrees@ucl.ac.uk)).

†Examination entry form and Nomination of Examiners form should be completed and submitted to the ICH Research Degrees Office ([ich.researchdegrees@ucl.ac.uk](mailto:ich.researchdegrees@ucl.ac.uk)) at least 4 months prior to the intended submission of the thesis (the thesis should be submitted within a maximum period of 18 months after submitting examination paperwork).

‡CRS must be requested via your Supervisor of the ICH Research Degrees Office ([ich.researchdegrees@ucl.ac.uk](mailto:ich.researchdegrees@ucl.ac.uk)). CRS status is granted on the basis that the student is writing up on a full-time basis.