

Timeline for students on a 5 year MPhil/PhD schedule

Month 1 <ul style="list-style-type: none"> Discussed project proposal and risk assessment with supervisors Registration on e-log Familiarisation with Doctoral School Skills Development Programme (http://courses.grad.ucl.ac.uk/) Has your mentor contacted you? 	Month 2	Month 3	Month 4 <ul style="list-style-type: none"> Submit Initial Questionnaire to ICH Research Degrees Office Should have agreed aims of project with supervisors 	Month 5 Completion of e-log	Month 6
Month 7	Month 8 Submit abstract of project with appropriate timeline of studies to ICH Research Degrees Office	Month 9	Month 10 Completion of e-log	Month 11	Month 12 <ul style="list-style-type: none"> Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*. Should have obtained approx. 12 skills development training points
Month 13 <ul style="list-style-type: none"> Earliest discussion of upgrade with supervisor. Upgrade to take place between 15-30 months. Earliest point to submit Upgrade Proposal Form to ICH Research Degrees Office Should have submitted annual progress report** to ICH Research Degrees Office 	Month 14 Submit Upgrade Proposal Form	Month 15 Upgrade between 15-30 months	Month 16	Month 17	Month 18
Month 19	Month 20 Completion of e-log	Month 21	Month 22	Month 23	Month 24 <ul style="list-style-type: none"> Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*. Should have obtained approx. 24 skills development training points
Month 25 Should have submitted annual progress report** to ICH Research Degrees Office	Month 26	Month 27	Month 28	Month 29	Month 30 <ul style="list-style-type: none"> Upgrade should have already taken place Completion of e-log
Month 31	Month 32	Month 33	Month 34	Month 35	Month 36 <ul style="list-style-type: none"> Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*. Should have obtained approx. 36 skills development training points

Month 37 Should have submitted annual progress report** to ICH Research Degrees Office	Month 38	Month 39	Month 40 Completion of e-log	Month 41	Month 42
Month 43	Month 44	Month 45	Month 46	Month 47	Month 48 <ul style="list-style-type: none"> •Agreement of thesis structure and timetable for thesis writing •Familiarisation with UCL thesis submission rules •Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*. •Should have obtained approx. 48 skills development training points
Month 49 Should have submitted annual progress report** to ICH Research Degrees Office	Month 50 Completion of e-log	Month 51	Month 52 Have you started writing up? Compliance with UCL thesis style and layout guidelines https://www.ucl.ac.uk/current-students/research_degrees	Month 53	Month 54
Month 55	Month 56 <ul style="list-style-type: none"> • Submit research degree examination entry form† • Supervisors to nominate examiners† 	Month 57	Month 58	Month 59	Month 60 <ul style="list-style-type: none"> •Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*. •Should have obtained 60 skills development training points •Expected submission of thesis between 60-84 months •Completion of e-log •Enter CRS – has supervisor notified Research Degrees Office?
CRS Month 1-2 Should have submitted annual progress report** to ICH Research Degrees Office	CRS Month 3-4	CRS Month 5-6	CRS Month 7-8	CRS Month 9-10	CRS Month 11-12 Should have received Annual, Confidential Student's Report Form B, prior to annual meeting with postgraduate tutor*.

<p>CRS Month 13-14 Should have submitted annual progress report** to ICH Research Degrees Office</p>	<p>CRS Month 15-16</p>	<p>CRS Month 17-18</p>	<p>CRS Month 19-20 Latest examination entry including nomination of examiners</p>	<p>CRS Month 21-22</p>	<p>CRS Month 23-24 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</p>
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*If you have not received an invitation, you should contact the ICH Research Degrees Office (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).

†Examination entry form and Nomination of Examiners form should be completed and submitted to the ICH Research Degrees Office (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 to the ICH Research Degrees Office (ich.researchdegrees@ucl.ac.uk). CRS status is granted on the basis that the student is writing up on a full-time basis.