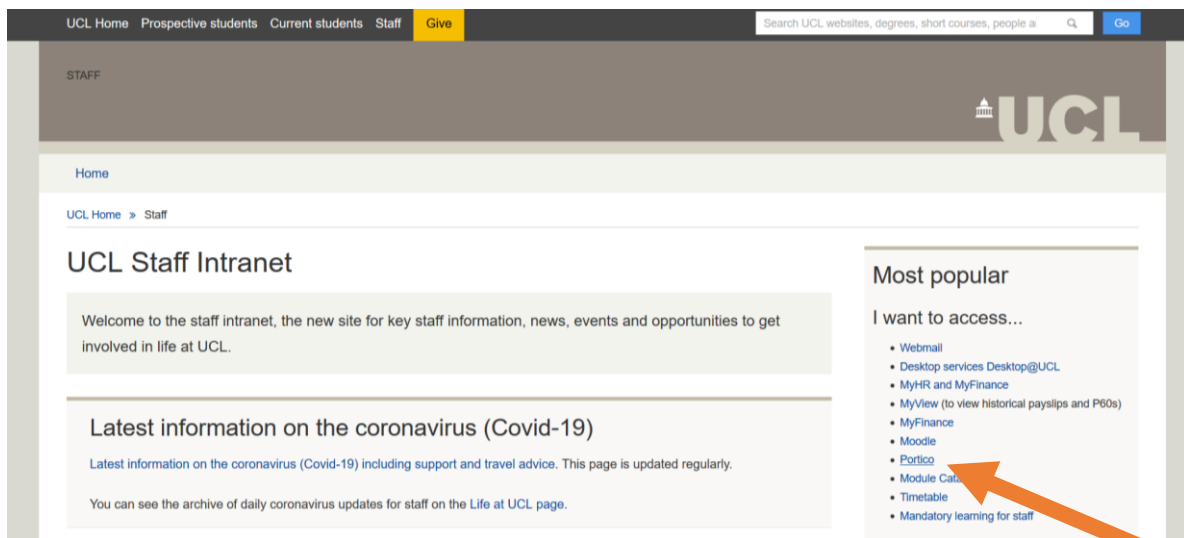# Examination Entry – Guidance for Supervisors

Once a student has submitted an application for exam entry, you will receive an email notification to login to Portico to see the request.
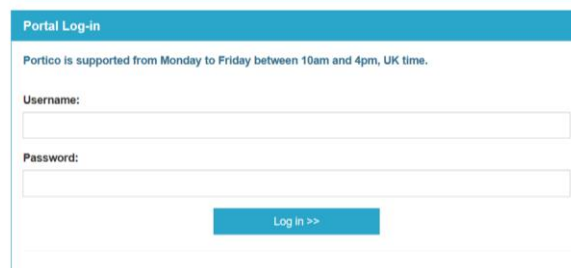
Where to find Portico on the UCL website

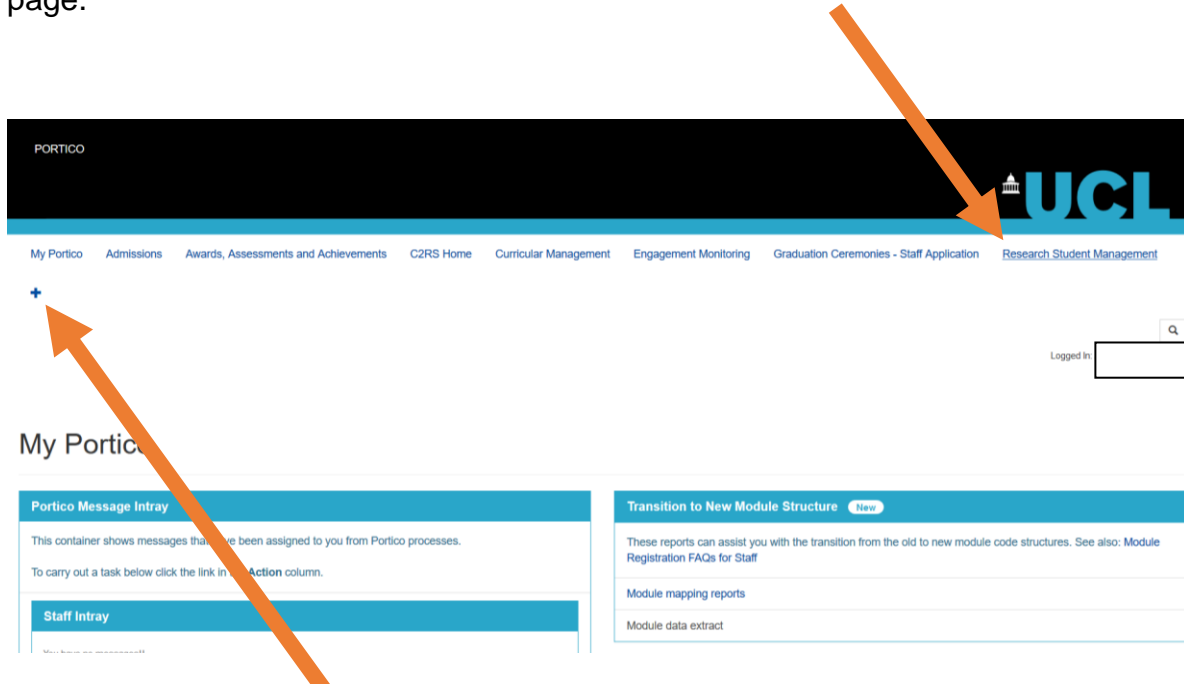**https://www.ucl.ac.uk/staff/**

Logging into Portico

You will need to log into **Portico** using your UCL username and password which you use to log in to all UCL systems. **ISD** have advice on how to change or renew your password.

Once logged in to Portico, you will need to open the Research Student Management page. This should appear as one of the menu options at the top of your Portico home page.

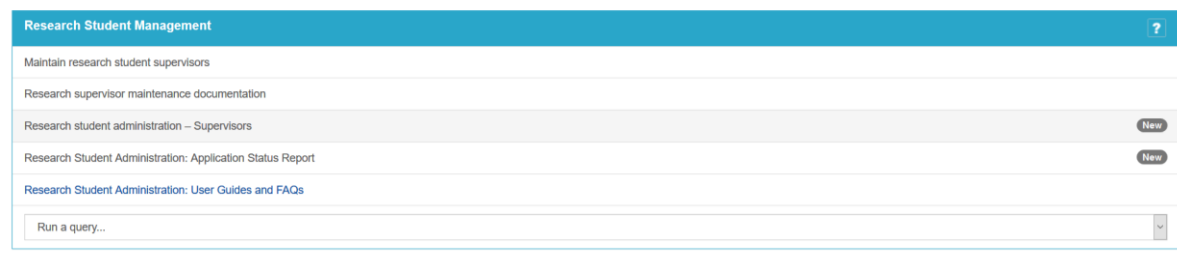If you cannot see the Research Student Management page, you may need to press the + symbol to retrieve all the other page options.

Research Student Management

On the Research Student Management page, you should choose the option **Research student administration – Supervisors**.

Once you have selected this option, you will be taken to the page where you can choose the relevant 'exam entry' option from the drop-down menu.

Select View Open Exam Entry Applications and choose 'Continue' to move to the next page.

You will be able to see a list of all the open exam entry applications for your students as Authoriser (supervisor). The listing will show who the request is currently assigned to (either Authoriser (supervisor), Departmental Graduate Tutor or Research Team). If you have already considered the request, you will still be able to view it using the 'View' button.

To select the student's application you wish to process, use the 'Process' button. This will take you to the details of the student's application.

Student Application review screen

Exam Entry Application

Student Code	[redacted]
Student Name	[redacted]

You will not be able to amend any of the details provided by the student. If you do not agree with any of the information provided, please note this in the box below and return the application to the student.

Student Application

Examination entry for*	Initial Submission
Examination award to be entered for*	Doctor of Philosophy - (R8PHD01001)
Field of Study Your field of study will appear on the statement confirming your award. It should identify the area of your research. This should be no longer than 70 characters. *	Test field
I agree to one supervisor being present at my oral examination*	No
Approved Title of Thesis Your thesis title will appear on the statement confirming your award and will describe your research. Your supervisor will approve your field of study and your thesis title by completing this application.*	test test

Full details on the formatting, binding and submission of your thesis is at: Please refer to our guidance pages for full details about the formatting, binding and submission of your thesis.

☑ I confirm that I have read and will abide by the guidance on the formatting, binding and submission of my thesis, including the need to provide an abstract and impact statement*

I confirm that my thesis will not exceed the word limits as specified in UCL regulations PhD - word limit 100,000 words MPhil - word limit 60,000 words MD(Res) - word limit 50,000 words MPhilStud - word limit 30,000 words EngD -word limit 100,000 words EdD - word limit 45,000 words IOE DEdPsy - word limit 30,000-35,000 words DocOrth -word limit 100,000 words DPA - word limit 100,000 words DDent - word limit 100,000 words DCCS - word limit 100,000 words DPsychotherapy - word limit 100,000 words *	No
If No please provide information	TEST

☑ I confirm that I have completed the UCL Research Student Log*

☑ I confirm that all appropriate ethical permissions have been obtained and adhered to.*

Authoriser's Questions

Full Name and Title	[redacted]
Email	[redacted]@ucl.ac.uk
Return to student?*	No
I will be organising the viva examination.*	No
Who will be organising the viva?*	A[redacted]
Select DGT*	[redacted] - [redacted]

The student has indicated that their thesis will exceed the word limit. If you wish to support the application, please give a supporting statement in the box below.

Support exceeded word limit *	Supporting statement

Authoriser's Questions

If you decide that you cannot support the exam entry, you should return the application to the student by selecting 'Yes' in the dropdown for **'Return to Student'**.

If you wish to support the exam entry, you should select '**No**' in the dropdown for **'Return to Student'** and you will be given the option to choose the correct Departmental Graduate Tutor to review the request.

For ICH research students please select Claire Thorne as Departmental Graduate Tutor (Research). Please note that if the student is not based at ICH, the list will give Departmental Graduate Tutors for the student's home department. For further advice please contact the ICH Research Degrees Office.

Once you have selected the correct Departmental Graduate Tutor and clicked 'Finish', this will close the application for you and it will be passed to the Departmental Graduate Tutor to consider. The Departmental Graduate Tutor will receive an email to inform them that the application is awaiting consideration.

The student will be able to track the progress of the application in Portico. You will receive a copy of the confirmation email sent to the student once the application has been approved and their record updated. If the application is rejected, you will also receive confirmation by email. If this is the case the student is advised to speak to you as their supervisor or the ICH Research Degrees Office for advice.

User Guides and FAQs

For further information please see the User Guides and FAQs available on the Research Student Management page on **Portico**.