



Key Components

Form 1 (Upgrade Form):

- <http://www.ucl.ac.uk/economics/study/postgraduate/upgrade>

Form 2 (Exam Entry Form) + Form 3 (Examiner Entry Form):

- <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry>
- <http://www.ucl.ac.uk/srs/academic-manual/research-degrees/student-guidance/general#supervisors>

Thesis Submission:

Format of thesis

- <http://www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/thesis-requirements>

Thesis Binding and Submission

- <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/format-bind-and-submit-your-thesis-general-guidance>

Final Thesis Submission (post-viva):

- <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/viva#Outcome%20of%20the%20examination>

Graduate School Code of Practice: <http://www.grad.ucl.ac.uk/codes/>

UCL Immigration and Visas webpages: <http://www.ucl.ac.uk/iss/immigration-visa>

Guidance Notes for Timing of PhD Completion

These notes should be read in conjunction with the timeline figure and links to relevant forms and college documentation. Four further points should be noted:

1. They specify the maximum permitted time by which students should submit their PhD theses. We strongly encourage students to work to submit ahead of this schedule and not run to the maximum permitted times.
2. These regulations and guidelines are not new: they have been in place for years. What is new is the emphasis placed on their adherence, as the future financial viability of the UCL PhD economics programme is linked to students meeting these submission deadlines.
3. The guidance and timeline set out are for the typical student: individual circumstances can cause small changes in these requirements. If you are in any doubt about how your particular circumstances might differ from the typical case, please seek advice from the Graduate Tutor/PhD Programme Director.
4. The most comprehensive detail on regulations are those provided by the college (and linked to in the timeline document). Please bear in mind these are written to be generically appropriate for students/doctoral programmes in all departments in the college.

Key Criteria: students need to have submitted their thesis within five years of starting the MRes-MPhil-PhD sequence. The timeline illustrates the case for student entering in September 2017: they would need to have submitted their thesis by September 2022. The requirements for submission are set out below.

Year One: This is the MRes year. By the end of this first year, students that successfully pass the exam and dissertation requirements will switch onto the MPhil programme. Once registered onto the MPhil, students need to fill in the quarterly reports on the student log. Failure to do will cause problems for students at the stage of thesis submission.

Year Two: This is the MPhil year, during which students are expected to work on their first thesis paper. At the end of this year (September 2019) students take their upgrade seminars and present their first thesis paper. Those who successfully pass this test will upgrade to the PhD programme.

Form 1: The upgrade form needs to be completed for this stage to be officially recorded.

Years Three and Four: Students are expected to make significant progress on their thesis chapters, and present their work at the PhD conference for third/fourth years.

Year 5: At the start of this year (September 2021) students should be planning to submit their thesis within the next twelve months. If this is the case, then students should switch to CRS status, during which they pay reduced fees.

Supervisor approval is needed to switch to CRS status. It should only be provided as long as the student is sure to submit their thesis within twelve months of starting their CRS status.

Form 2: At least four months prior to the end of the fifth year (around May 2021), students need to submit their exam entry form. This one page form specifies the thesis title.

Supervisor approval is needed for this form to be submitted to the college.

By the end of the fifth year, students should be ready to submit their thesis. Two more things need to happen for the submission to be recorded.

Form 3: First, the examiner entry form needs to be submitted. This form specifies who the two thesis examiners are, it also supplies a thesis abstract.

Supervisor approval is needed for this form to be submitted to the college. Supervisors and students need to coordinate over the choice of examiners. They should also have in mind the month in which the viva is going to take place. Many of our examiners come from the US and are so unavailable until June. The viva can be set for more than six months after the end of the students fifth year when this is required by the schedules of the examiners.

Submission: a hard copy of the thesis should be sent to registry within five years of the student having started the MRes programme (so September 2022 for those that entered in 2017). Once this is received (provided Forms 1-3 having been completed, the student log record is up to date, and all other college requirements have been met), the student is officially recorded as having submitted his or her thesis.

Two further important things then happen with thesis submission. First, the student status is switched to “enrolled-submitted” status. If no further information is provided to the registry, this will allow the student six months in which to take their viva. If the viva has been set for a later date (in consultation with examiners and supervisor), then the registry should be immediately informed about this (when Form 3 is handed in), and the enrolled-submitted status will be extended for this longer period.

Second, the version of the thesis submitted to the registry is dispatched to the examiners. Note, in particular, that it is not permitted for the supervisor or the candidate to send a copy of the thesis directly to examiners. You must wait for examiners to be approved and for the college to send out the thesis.

Job Market: for students that submit at the five year deadline, the thesis viva should not interfere with their job market activities and final thesis preparation as long as supervisors arrange viva’s to take place after the job market season has finished, and registry is informed of the month of the viva at the time Form 3 is submitted and the thesis submitted to registry.

Viva and Completion: once the student successfully passes the viva, he or she is recorded as having completed the thesis and is awarded the PhD. This version of the thesis is the one stored in college records.

Please note the timeline above relates to students having submitted the thesis within five years. The college and funding regulations do not require thesis completion to be within five years.

OS students face the same timetable on submission as Home/EU students. The timeline indicates additional issues for OS students in terms of when they need to get visa extensions in place.

We hope these guidelines are useful for students and they make clear the important sequence of actions and planning that need to be taken for the submission deadlines to be met.

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