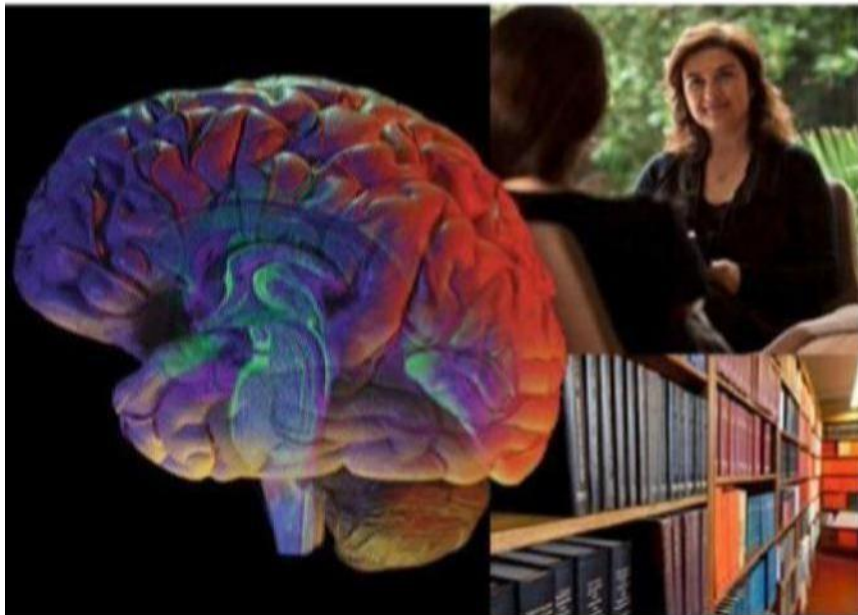




UCL



**UCL Division of Psychiatry
Post Graduate Research
Student Handbook
2020/21**



Welcome to the UCL DIVISION OF PSYCHIATRY



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edited January 2021

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Introduction

Welcome to the UCL Division of Psychiatry (DoP)! We are a friendly, multidisciplinary academic unit with an excellent research output. We usually have around 70 research degree students at a time, studying both part-time and full-time. We also have around 150 members of staff and run several Masters Degrees, with approximately 100 taught students per year.

The Division is made up of four Research Departments: Mental Health of Older People, Mental Health and Neuroscience, Marie Curie Palliative Care Research, and Epidemiology and Applied Clinical Research. The subject areas for research degrees vary widely, and include dementia, depression and anxiety, severe mental illnesses (including psychoses), intellectual disability and palliative care. Students also come from a range of academic backgrounds including nursing, medicine, psychology and social sciences.

More information on the Division can be found on our website <https://www.ucl.ac.uk/psychiatry>.



Useful contacts

Graduate Tutors (DoP):

Dr Joe Hayes joseph.hayes@ucl.ac.uk

Dr Naaheed Mukadam n.mukadam@ucl.ac.uk

PhD Administrator (DoP):

Nuj Monowari n.monowari@ucl.ac.uk

Postgraduate Research Student Representatives (DoP):

Tiffeny James tiffeny.james18@ucl.ac.uk

Annie Jeffery annie.jeffery.09@ucl.ac.uk

Faculty Graduate Tutor:

Patti Adank p.adank@ucl.ac.uk

Head of Division:

Professor Glyn Lewis glyn.lewis@ucl.ac.uk

Deputy Head of Division:

Professor Gill Livingston g.livingston@ucl.ac.uk

Division Manager:

Dr Jacques Gianino j.gianino@ucl.ac.uk

Deputy Division Manager:

Ms Sarah Dowling sarah.dowling@ucl.ac.uk

Finance and Research Administrator (DoP):

Belen Altozano Gosalvez b.altozano@ucl.ac.uk

Finance and Operations Assistant (DoP):

Mohammed Alom mohammed.alom@ucl.ac.uk

MSc Administrator:

Chris Coup c.coup@ucl.ac.uk

Coronavirus and UCL

We understand this is a challenging time to be working for a PhD. The advice and guidance on coronavirus is rapidly changing. It is always best to look on the UCL website where this is kept up to date.

For more information please see: <https://www.ucl.ac.uk/coronavirus/>

UCL Doctoral School: (Compulsory)

There is a UCL Doctoral School training session that runs in Term 1 called Introduction to Doctoral Skills Development and the Research Student Log. More information about Doctoral School training sessions are below, but this induction provides an outline of the policy on transferable skills training for doctoral students and the national Researcher Development Framework that informs UCL's programme. The session will explain how the Research Student Log and the Skills function work together, and how students may record their academic progress and skills development during their degree.

Supervision and Thesis Committees

Along with many areas of UCL, the DoP introduced thesis committees in October 2019. These are basically expanded supervisory teams. All research students therefore must have:

- A Principal Supervisor, whose area of expertise is closely aligned with the student’s chosen research topic and who is responsible for directing their research training.
- A Subsidiary Supervisor, who is there to help assess progress, provide continuity of supervision and additional expertise.
- At least two additional supervisors with relevant academic experience, but who are not from the same team as the Primary Supervisor. These members may be UCL staff or external to UCL, but at least one of your subsidiary or additional supervisors should be a member of UCL academic staff.
- Your Principal and Subsidiary supervisors will discuss the composition of your thesis committee when you start and this will be approved by one of the Graduate Tutors.

A thesis committee can provide a more rounded and objective measure of your performance, because some of its members will not be directly involved in your research. Meetings with your thesis committee will give you valuable experience of explaining your work to an “outside” audience and provides you with additional people from whom you can seek advice, independently from your Principal Supervisor.

You will need to meet with your thesis committee at the following points, and for some you will need to complete written reports. You will also need to record these meetings in the Research Student Log by uploading your TC documents (see below). More detailed information on thesis committees and the requirements of each meeting can be found in the Appendix.

Thesis committee meeting	Written report	Presentation	Timing Full-time	Timing* Part time
TC Panel form	Yes (max 300 words)	No	1 month	1 month
TC1, Preliminary Research Plan	Yes (~1,000 words)	Yes	3 months	6 months
TC2, 9 Months report	Yes (~1,000 words)	Yes	9 months	15 months
TC3, Meeting	No	Yes	18 months	30 months
TC4, Meeting	No	Yes	24 months	39 months
TC5, Thesis outline	Yes (plan of thesis)	Yes	30 months	48 months

Your Principal Supervisor remains the main source of support and contact during your PhD.

The following checklist may be helpful to consider for discussion in supervisory meetings, particularly at the beginning:

- Expectations about frequency of contact
- Annual leave, working hours, and working from home arrangements
- Reading lists or materials
- Training and development plan
- Timeline of work (short-term and/or long-term)
- Publications plan and authorship
- Conferences (abstract submissions, presentations, expenses)
- Academic procedures/forms (e.g. Upgrade)
- Teaching and other activities
- Funder terms and conditions
- Career goals and plans

The UCL Doctoral Skills Development programme runs training sessions on supervisory relationships, for example “Getting the Most Out of Your Supervisory Relationship”, and confidential one-to-one problem-solving sessions. You can find the full list and sign up here: <https://doctoral-skills.ucl.ac.uk/list-training.ppt>. They have also produced a video on ‘Good Supervision’ which you can view here: <https://www.ucl.ac.uk/gs/media/gsv.html>. If you are having any difficulties with your supervisor, you can speak to the divisional graduate tutors (Joe Hayes or Naaheed Mukadam).

Academic regulations for research degrees at UCL are available here: <http://www.ucl.ac.uk/srs/academic-regulations/docs/rd-section1.pdf>.

Training and skills development

Training:

All Research Council funded PGR students are required by their funding bodies to participate in transferable skills development training equivalent to two weeks per year; all other research students are expected to undertake the same level training per year. This translates to 20 credits. You can earn credits by attending formal training courses, but also by participating in other experiences that may enhance your skills such as attending conferences, peer reviewing a paper for a journal, participating in clubs and societies, and marking student assignments. See here for more information: <https://doctoral-skills.ucl.ac.uk/>

Your supervisory team will help you devise a programme of suitable training courses in order to develop appropriate research and personal skills for your future career. Typically you will:

- Attend courses selected from the Graduate School Skills Development Programme, which provides generic (presentations, teaching, personal development, theses writing) and specific (qualitative and quantitative research methods, specific statistical processes and packages) skills training;
- Attend external specialist training courses, if required;
- Attend modules from appropriate MSc programmes, if required;
- Attend local Seminar Programmes, which provide a supportive environment in which to develop theories and hypotheses and present draft papers;
- Be encouraged to prepare and present a poster in the annual Faculty Poster Competition;
- Present your work at national and, if appropriate, international conferences
- Be given the opportunity to gain teaching experience;
- Attend the (compulsory) Dilemma Game: a game produced by the Erasmus University Rotterdam as part of their work on research integrity. For a quick brief about Dilemma Game please click on the following link:
<https://www.ucl.ac.uk/stream/media/swatch?v=267d9114126d>

Research student log:

The UCL research student log (<https://researchlog.grad.ucl.ac.uk/>) allows you, your supervisors and the graduate tutors to plan, review and track your progress throughout your research degree. Your participation in the training and activities above should be recorded here. It is mandatory for all students to use the research log and it is not possible to upgrade from MPhil or complete your PhD if this is not up to date and signed off by your supervisors.

Peer group meetings:

There are a number of peer-run activities which take place in the Division including:

- PhD Student Group – meets approximately once per month to provide an opportunity for PhD students in the Division to discuss life as a PhD student, receive informal support, and give feedback which can be passed on to the Graduate Tutors and Divisional Managers. Run by PGR Student Representatives (Annie and Tiffeny).

- Research Assistant Group – meets every three months to provide a forum where RAs can share information and receive support. Contact: Harriet Demnitz-King (h.demnitzking@ucl.ac.uk).
- Qualitative Researcher Working Group – meets eight times a year to provide an opportunity to share and explore ideas and techniques in qualitative research. More information on the Division website <http://www.ucl.ac.uk/psychiatry/qualitativeresearchers-working-group>
- Neuroscience Meeting – meet once a month and main purpose of the meeting is to provide an informal forum for discussion of neuroscience focused grant or fellowship ideas, whatever stage they may be at.
- Epi Strategy group – meets monthly to discuss epidemiology projects and methods. Contact: Gemma Lewis (gemma.lewis@ucl.ac.uk).
- DoP Green Impact Team - Green Impact is a programme which allows UCL departments to assess and improve their environmental impacts. Details can be found at <http://www.ucl.ac.uk/greenucl/>. Contact: Yana Kitova (y.kitova@ucl.ac.uk).

Teaching and paid work opportunities:

There are several Master's programmes that run in the Division (see here: https://www.ucl.ac.uk/drupal/site_psychiatry/study/postgraduate-study), which provide teaching opportunities for PhD students. If you would like to get involved with teaching assistant work, marking assignments, supporting students or generally helping out, get in touch with Sarah Rowe (s.rowe@ucl.ac.uk).

To be paid, you will need to sign up for an account with Unitemps (<https://www.unitemps.com/>), then email Chris Coup (c.coup@ucl.ac.uk), who will set you up on the system as an as-and-when MSc worker. Each time you agree to some PGTA work, the person asking for the work to be done should email Chris to confirm that you are working and say roughly how long the work will take. You can then submit timesheets through Unitemps and Chris will approve them for you. You will be paid as a postgraduate teaching assistant (PGTA) at the rate set by UCL (£15.32 – including London Allowance). As per UCL rules, you will also need to attend a 3-hour UCL Arena One gateway workshop for PGTAs before you start (see here: <https://www.ucl.ac.uk/teaching-learning/professionaldevelopment/ucl-arena/arena-one>).

If you are teaching for 10 weeks or more, then you will have to have a contract with UCL. This will be organised via the HR officer, Farbin Knapp.

From time to time, there may also be other opportunities for paid work within the Division, for example administrative support or helping with events. These will usually be advertised via email to everyone, and are also paid via Unitemps.

Milestones

*Please note that during coronavirus upgrade presentations, vivas and final vivas can be held over zoom or similar platform.

Upgrading from MPhil to PhD:

- Under UCL regulations, all PhD students at UCL are initially registered as MPhil students, and must go through the process of an upgrade from MPhil to PhD status.
- For full-time research students, this happens between 9 and 18 months after initial registration, and for part-time students, this is between 15 and 30 months after starting.
- We adhere to the standard UCL expectations for upgrade in the DoP. This involves submitting an upgrade report, presenting your work and future plans to the department and taking part in an upgrade viva.
- You will have an upgrade viva which is chaired by your second supervisor plus an external upgrade examiner. Your second supervisor will arrange the upgrade viva and its examination panel in consultation with one of the divisional graduate tutors (Joe Hayes or Naaheed Mukadam). Your external examiner cannot subsequently be appointed as your final examiner.
- You should prepare an upgrade report, which should be around 10,000 words. It is rarely acceptable for it to be more than 20,000 words. Your first supervisor will also prepare a report. Both these reports should be sent to your upgrade examiner a reasonable period before the viva so they have time to read them. Your second supervisor should agree these timescales with your upgrade examiner in advance.
- For the presentation, there are numerous regular Divisional Academic meetings in the Division, and your supervisors will be able to suggest which is best for your presentation.

The relevant forms can be found at:

<https://www.ucl.ac.uk/students/status/researchstudents/upgrade>

Finishing your PhD:

Completing Research Status (CRS):

When you have completed a minimum of three years of full-time study or five years of part-time study you can change your registration to completing research status (CRS). This means that you are ready to write up (or are already in the process of doing so) and are expected to submit within a further year (FT) or two years (PT). You and your supervisors must agree a plan for how you will submit your PhD within the required time. In exceptional circumstances a further period of CRS may be considered by your supervisors and the graduate tutors.

Examination Entry/Appointment of Examiners:

You must submit a research degree examination entry form to Research Degrees at least four months prior to the submission of your thesis. These forms are valid for a period of 18 months. Please note that you must also submit an Appointment of Examiners form. Please ensure that a copy of both these forms is forwarded to the Graduate Tutors and Graduate Administrator. UCL

guidance on appropriate examiners is available on the doctoral website. Guidance on Viva Examinations for Research Degrees can be found at: <http://www.grad.ucl.ac.uk/essinfo/>. General Examination regulations are available here: <http://www.ucl.ac.uk/srs>

Late Submission:

If you do not submit your thesis by the end of your period of CRS status, your registration as a student will end at that point. You will need to apply for permission to submit; your supervisor will need to support this request, in writing or by email, to the Research Degrees section giving the reasons for your late submission and the date by which you will be ready to do so. Information on submission fees rates can be found at:

<http://www.ucl.ac.uk/current-students/researchdegrees/latesubmission>

Interruptions and leave:

- Guidance and details on parental leave can be found at: <http://www.ucl.ac.uk/hr/docs/maternitylinks.php>.
- For information on interruption of studies, see: <http://www.ucl.ac.uk/currentstudents/services2/RSaccordian/interruptionofstudy> □

For guidance on leave for personal reasons, please visit:

<http://www.ucl.ac.uk/hr/docs/leavedomestpersonalreasons.php>

* Rules regarding CRS have changed during coronavirus- please see the UCL Doctoral School for updates on this: <https://www.grad.ucl.ac.uk/support-and-advice/response-plan-to-coronavirus.html>

Studying in the Division

Division/University closures:

The Division and University closes on all bank holidays, for one week at Easter, and for up to 10 days at Christmas. This year's closure dates can be viewed here:

<http://www.ucl.ac.uk/staff/term-dates/>.

Access to Maple House: there is none currently. But in 'normal' times -

The building is open 8am-8pm, Monday to Friday. Wing A is open 9am-5pm. Out of these hours you need your ID card to get in. Wing B is always closed, so you need your ID card to get in.

If you are coming in during weekends, please use the side door. It is located on the left hand side of the building from the entrance. If you are planning to come in during the UCL Christmas or Easter closure, please inform your supervisor and make sure to sign in and out using the guest book at the ground floor reception desk. Please note there will be no Admin Team/Receptionist in the Division during the UCL closure periods or weekends.

Social events:

The Postgraduate Research Student Reps (Annie and Tiffeny) organise social events for PhD students around once per term. These may be trips to the pub, pizza evenings, or any other suggestions are welcome!

There is also a divisional social group. Events include virtual Zoom elevenses on Tuesdays, Zoom Pilates every week - to join, please **let Irina know** via e-mail (e.zartaloudi@ucl.ac.uk), international lunch share, pub quizzes and country walks/day trips. Events are publicised by email and in the divisional newsletter.

Newsletter:

The DoPington Post is a termly newsletter, publishing Divisional news and achievements, as well as segments like 'a day in the life of...' and staff interviews ('The Low-down with Dr Low'). We share news on funding, details of seminars and events, advertise activities, welcome new staff and PhD students, and inform you of any changes in the Division. If you would like to submit an item to the next newsletter, email dop.newsletter@ucl.ac.uk,

Sustainability:

The Division tries to be environmentally sustainable, for example:

- Food waste (including teabags and coffee grounds) should be put in the kitchen food waste bins or food caddies
- All other recyclable waste (paper, plastics, card, glass, tins, etc.) which is free from food contamination (i.e. has been washed out) should go in the green mixed recycling bins
- Non-recyclable waste should be put in the black non-recyclable bins

- If you use milk for tea or coffee, we encourage you to join the milk rota. To do so, email the person responsible for the kitchen you use, as below. You will be added to the rota and allocated a week during which you will be responsible for buying milk for ‘your’ kitchen (usually one 3L bottle). You should expect to do a week every few months.
 - Wing A kitchen - Nuj Monowari
 - Wing B kitchen nearest the lifts - Yana Kitova
 - Wing B kitchen nearest the toilets - tbc
- Boxes are available in Wing A for recycling ink cartridges and in Wing B for recycling batteries
- There is a Divisional book swap, on the bookshelf in the common room
- Lights should be switched off in rooms when not in use
- Computers should be shut down at the end of the day to reduce energy consumption and allow for the installation of upgrades

Surveys:

There are two surveys that PhD students should complete, both of which are once yearly. One is the DoP Equality, Diversity and Inclusion committee survey, which asks questions about your experience in the Division in relation to your working environment, student-supervisor relationship and bullying/harassment. The other is the PRES (Postgraduate Research Experience Survey), which is run centrally by the University. The results of these surveys are anonymous, and are taken seriously by the Division, so please do take this opportunity to have your voice heard by completing them as openly and honestly as possible.

Trade Union Membership:

Trade unions provide a collective voice for staff, negotiating with management for decent rates of pay and conditions at work and ensuring that employment policies are clear and fair. University and College Union (UCU) is the union for academic and academic-related workers in the UK.

Bella Vivat is the elected UCL UCU branch committee anti-casualisation officer with particular responsibility for research staff, and is therefore also the UCU representative for the Division of Psychiatry. If you need advice or support about an issue at work, or would like to find out more about joining UCU, please feel free to get in touch with her for a confidential chat:

b.vivat@ucl.ac.uk

UCU actively represents and defends the rights of all of its members, who have access to support from experienced local, regional, and national officers, and to legal advice and representation where appropriate. Information on joining UCU is available on the national UCU website <http://www.ucu.org.uk/join> The website for the UCL UCU branch is <https://www.ucl.ac.uk/ucu/>

IT and resources

ID Cards:

All staff must carry an ID card, as you will need this to access UCL buildings and systems (including Information Systems and the Library). For details on how to obtain one please see here: <http://www.ucl.ac.uk/efd/security/systems/identity-cards/>

Email:

Click here for help getting started with setting up your UCL Outlook email and calendar: <https://www.ucl.ac.uk/isd/services/email-calendar/getting-started-email-and-calendar>

Wifi:

There is Wi-Fi access throughout the Division via the Eduroam network. Connection guides can be found here: <https://www.ucl.ac.uk/isd/services/get-connected/wi-fi-wirelessnetworks/eduroam-wi-fi-ucl>.

IT support:

The Division has dedicated IT support which can be accessed by contacting dopitsupport@ucl.ac.uk. Please use this contact rather than the general UCL helpdesk where possible. Further details on IT support and other available services can be found at: <https://www.ucl.ac.uk/isd/itforslms>.

Shared drive:

The shared S: drive on the UCL computer network can be used for file sharing between UCL staff and students. There is a folder for UCL students (S:\MHS_PhD_Study_Group), which has helpful resources such as example upgrade presentations and reports. For access, email Nuj Monowari.

Printing and shredding:

There are two Print@UCL multifunction devices for printing, scanning and copying in each wing. Instructions for use of the printers can be found at: <https://www.ucl.ac.uk/isd/services/printcopyscan>. There are also shredders located in each wing for the disposal of confidential waste. If the shredder is full please do not empty it into one of the bins, but instead collect a confidential waste bag from Berni Courtney or Paula Beharry. If any of this equipment breaks down, please inform Berni or Jacques Gianino.

Room bookings:

Rooms on the 6th floor of Maple House can only be booked through CMISgo <https://www.ucl.ac.uk/estates/our-services/room-bookings/book-room>. However, if you are a PhD student and not on any staff contract for the Division, you will need to make your room bookings via Nuj Monowari. Please email n.monowari@ucl.ac.uk with the following details:

- Date
- How many people

- Title of the meeting
- Start and End Time
- Whether a PC/Screen is required

Post:

Incoming mail will be left on the Wing A reception area table. To send work-related post (internal and external), please put it in the red tray above which states 'outgoing'. No postage is required, but if you would like your post to be sent first class or recorded delivery please state this in the corner of your post (second class is default). The last post collection of the day is at around 4pm.

UCL post is delivered 3 times a day. You may use the DoP address for personal deliveries; someone in the Admin team will sign if needed and leave it on the reception area table.

Stationery:

The DoP stationery cupboard is managed by Nuj Monowari, and is located in Wing A, right at the back of the office space near the printers. If you require items other than standard items such as paper, files, pens etc., please email Nuj quoting the item required and the account code from which it is to be paid.

Telephones:

If you need your own extension number or phone login, please contact ISD to set this up for you. Instructions on how to set up your phone and log in will be given to you once your extension is set up. To call an outside number, dial '9' followed by the number. To dial internationally you must get authorisation from Jacques Gianino (who will need approval from your supervisor).

Other practical information

Safety information for Maple House:

Fire Evacuation Marshals

Wing A	Wing B
Lucy Webster	Yana Kitova
Monica Leverton	Hannah Scott

First Aiders

Wing B
Joe Low
Victoria Vickerstaff

Data Protection and Ethics:

All staff and students are required to comply with the Data Protection Act 1998 and the General Data Protection Regulation 2016/679 in order to ensure that all personal data held within UCL is kept confidential. Personal data includes information about staff, contractors and research participants.

The Division's data protection coordinator is Nicola White (n.g.white@ucl.ac.uk), who can be contacted with any questions about data protection. Nicola is also able to provide support to researchers when obtaining a data protection registration number for a UCL research ethics committee application. You can find help with ethics and research integrity here:

<http://www.ucl.ac.uk/psychiatry/current-students> and here: <https://www.ucl.ac.uk/legalservices/>.

Finances

Conference funding:

The Division has limited funds to support travel to conferences. Applicants should apply using the forms provided on the intranet. Priority is given to early career researchers who have presentations at national or international conferences. Applicants are expected to get funds from other sources (for example their line manager) to approximately match the funds offered by the Division. Applications can be made at any time.

For more info on Divisional conference or travel funding please contact Mohammed Alom mohammed.alom@ucl.ac.uk

For details of UCL Graduate School conference funding visit:

<http://www.grad.ucl.ac.uk/funds/>

Travel bookings:

Key Travel is UCL's supplier for travel agency services. Key Travel should be used to book any work-related flights, hotels, car hire and rail travel. PhD students can browse and check travel time availability/fares but will not be able to book. If you would like to book travel please gain permission from your supervisor(s).

For more info about Key Travel, go to www.ucl.ac.uk/keytravel-login, using your UCL username and password to log in to the system. Detailed guidance on using the booking system can be found at https://www.ucl.ac.uk/procurement/documents/travel_bookers_guide.

Expenses:

If you would like to claim back money spent on work or study-related expenses, you will need to complete an Expenses form found on MyFinance. Training will be given in this by the Finance team, Belen and Mohammed.

Support and Wellbeing

Mental health and wellbeing support:

If you are struggling with your mental health or personal issues, there is a range of support available specifically for UCL students:

UCL Student Support and Wellbeing: a team of expert wellbeing, disability and mental health advisers, offering a range of support for students, including confidential meetings, daily drop-in sessions and advice on extenuating circumstances and interrupting studies. **To speak or book appointments for any items below, you can call 0207 679 0100, email student.wellbeing@ucl.ac.uk, via [askUCL](#) or find more information here: <https://www.ucl.ac.uk/students/student-support-and-wellbeing>.**

- **UCL Care First** / provides support to students currently in the UK. Students outside the UK should contact the [Global Student Assistance Programme](#), providing free, confidential support, at any time of day. *Research students are able to access the full offer from Care First Lifestyle as are staff.* This means that as well as a phone and online counselling they can receive face-to-face counselling.
Click [UCL Care First Lifestyle](#)
- **SilverCloud** / is online, self-led Cognitive Behavioural Therapy and as with Care First Lifestyle, research students can access the full Silver Cloud provision available to staff. Research students need only to [log-on](#) and will be able to view the long list of modules to choose from to help them overcome the area of difficulty they are currently facing. Modules focus on 3 overarching themes; Mental Health, Wellbeing and Chronic Health.
Click [UCL SilverCloud](#)
- **Disability, Mental Health and Wellbeing Team** / advisers offer research students solution focused, non-therapeutic support, advice and guidance. Students can elect to talk to a Mental Health Coordinator, Wellbeing Advisor or Disability Advisor. We can provide advice on support that might be suitable for a research student as well as setting up reasonable adjustments and practical support for students with long term mental health conditions, likely to impact them for the duration of their studies. Click [Disability, Mental Health and Wellbeing](#)
- **Student Psychological and Counselling Services** / All students are able to access support via Psychological and Counselling Services (SPCS). We do recommend that research students consider Care-First Lifestyle as a first option due to the volumes attempting to access SPCS.
SPCS are a team of psychiatrists and counsellors who offer a range of short-term counselling and therapeutic approaches.
Support is offered face-to-face, online and via telephone. Students who are deemed high risk will be contacted at this point, otherwise the average wait time for an initial appointment is 2-3 weeks.
Click [Student Psychological and Counselling Services](#)

- **Mindfulness App for Stress Management/** Many research students experience stress and in particular, the past year has caused a lot of additional stress and worries. The following are useful resources for research students who are experiencing stress, to a degree that they can manage themselves.
[10 minute mind](#) is a mindfulness app created by UCL. It can be helpful in ensuring students are taking a break from studies and training their minds to relax.
- **Student Space by Student Minds /** has a number of articles and resources for students studying through the Covid-19 pandemic. It is led by Student Minds, who are a charity focusing on the mental health and wellbeing of students studying in the UK.
Click [Student Space by Student Minds](#)
- **UCL Disability Support /** Students who have an ongoing mental health condition, which has lasted or will last 12 months or more, or for the duration of their studies, can register as a disabled student. Disabled students are able to access reasonable adjustments to their studies as is our duty in line with Equality Legislation. Reasonable adjustments are implemented via a Summary of Reasonable Adjustments (SORA), which can be implemented by the Disability, Mental Health and Wellbeing Team.
Reasonable Adjustments can also be implemented separate to the SORA such as practical adjustments and person-based adjustments. These are funded adjustments and are also assessed and implemented by the Disability, Mental Health and Wellbeing Team.
For students who experience mental health conditions we offer Mentoring Support, which is weekly or bi-weekly meeting with a Mental Health professional to develop strategies for managing academic study alongside their health.
- **Mental Health First Aiders /** is a network of staff across UCL who are trained to have a conversation about mental health with colleagues and students and to signpost them to relevant resources. They have received Adult Mental Health First Aid training from MHFA England. Please click the below to find out the contact details of Mental Health First Aider in your faculty.
Click [Mental Health First Aiders](#)

Wellbeing issues

Many wellbeing issues can be addressed via the above support services; in particular by contacting the Disability, Mental Health and Wellbeing Team. The team work closely with the following external agencies to provide specific support:

Sexual Misconduct and Violence

We can refer students to Rape Crisis or Survivors UK for those who have been affected by sexual misconduct or violence for either support and / or specialist counselling services.

Support for Trans students and students who are having difficulty with their gender identity

We can refer students for mentoring support via Gendered Intelligence to provide specialist support and guidance on their identity as a Trans person or in understanding their gender identity.

Please **contact** SSW team directly on 020 7679 0100 (lines are open Mon-Fri 9am-5pm) or via [askUCL](#) student enquiry system.

- **[Student of Concern](#)** / If you are concerned about a UCL student and would like Student Support and Wellbeing to actively try and reach out / make contact with them, you can complete a Student of Concern form. We respond to these forms within 24 working hours. We will follow up with you following the submission of the form to let you know the actions we have taken and whether the student has been contacted.
Click [Student of Concern](#)
- **[Keeping in Touch Campaign](#)** / in UCL has a team of student ambassadors calling students to check in on them during lockdown and signpost them to any necessary support. SSW is planning to recruit and train some PGR student ambassadors to ensure the research students get the opportunity to speak to other research students in the same positions they are in.
Click [Keeping in Touch Campaign](#)
- **[UCL Wellbeing Champions](#)** / are voluntary members of staff who implement and support Wellbeing @UCL through effective signposting, knowledge of available support, organising and promoting wellbeing activities, and encouraging healthy lifestyles and positive mental health.
Click [Find your local Wellbeing Champions](#)
- **[UCL Report and Support](#)** / We encourage students to use Report and Support should they wish to report any experiences of bullying, harassment or sexual misconduct or violence. You can report with the consent of a student on their behalf if they do not feel able, but want to report.
Students can decide if they want to be supported or if they just wish to report. If you want to be supported, you can elect from a group of roles who you want to be supported by. If students are choosing just to report, they can also elect to report anonymously.
Click [UCL Report and Support](#)
- **[Student Union UCL and Advice Service](#)** / are a great source of advice and support. As well as the Advice Service, which can offer advice on a wide range of services from tenancy issues to academic issues, there are the various networks and Officers. The networks and Officers we refer to regularly are:
 - UCL Student Parents and Carers Society
 - Welfare and international officer
 - Post graduate Officer
 - LGBTQ+ Students NetworkClick [SUUCL Advice Service](#)

- **[Postgraduate Project Active](#)** / is about feeling empowered and having fun, but most of all enjoying being active in whatever way works for you. Postgraduate Project Active sessions are open to all Postgraduate UCL students and staff.
Click [Postgraduate Project Active](#)

External Support

- **[Samaritans](#)** / offer a free listening service any time of day and night. To contact please call 116 123 (free call) or email jo@samaritans.org
Click [Samaritans](#)
- **[Nightline](#)** / is a listening service for students led by students, which offers support term time over night. Contact via phone +44 (0)207 631 0101 or email: listening@nightline.org.uk
Click [Nightline](#)

Personal development:

The UCL Doctoral Skills Development programme offers personal and professional development training courses tackling topics such as 'Building up Emotional Strength as a Researcher', 'Mindfulness Meditation' and 'Managing the Anxieties of a PhD'. You may find these helpful for your wellbeing as a PhD student. You can find the full list and sign up here: <https://doctoralskills.ucl.ac.uk/list-training.pht>.

Quiet room:

In Wing B there is a quiet room, which can be used for breastfeeding, expressing breastmilk, prayer, or simply as a quiet space. The room is on the left-hand side of Wing B, behind meeting room 8.

Equality, Diversity and Inclusion

Bullying and harassment:

UCL and the DoP believe that all members of the Division are entitled to a workplace free from bullying, intimidation, harassment or victimisation. Staff and students should be treated with dignity, respect and courtesy while being valued for their skills and abilities. Everyone is responsible for challenging inappropriate behaviour and raising concerns so that these can be dealt with in order to improve a good working environment.

PhD students who experience or witness bullying, harassment or discrimination can receive confidential support and advice from our Division's graduate tutors Joe Hayes (joseph.hayes@ucl.ac.uk) and Naaheed Mukadam (n.mukadam@ucl.ac.uk), or the Division's Dignity at Work Advisors, Penny Rapaport (p.rapaport@ucl.ac.uk) and Paddy Stone (p.stone@ucl.ac.uk). If you would prefer to speak with someone based outside the Division, you can also approach a UCL Dignity at Work Advisor. More information is here: <https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl/dignity-advisors>.

As part of its 'Full Stop' campaign aimed at ensuring a welcoming and inclusive environment, UCL has now launched an online tool enabling students and staff to access information and support around issues of behaviour. The platform is called Report + Support (<https://reportsupport.ucl.ac.uk/>), and provides an opportunity to report unacceptable behaviour anonymously or to contact an advisor for information about support options. Full details of the UCL Harassment policy can be found at: <http://www.ucl.ac.uk/hr/equalities/Dignity/index.php>.

The Division is also a signatory to the UCL Zero Tolerance pledge, which aims to combat sexual harassment. The full UCL Dignity at Work statement can be found on the HR website <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/dignity-work/dignity-workstatement>.

Athena SWAN and the Equality, Diversity and Inclusion (EDI) Committee:

Launched in 2005, the Athena SWAN charter recognises and celebrates good employment practices for women working in higher education and research. UCL was awarded its first University-wide bronze award in 2006 and achieved a silver award in 2016. The Division received its silver award in 2013. In 2018 we submitted an application for a silver award and were given a bronze award. We will be applying again in November 2020 and seeking to obtain a silver award.

Work on Athena SWAN activities is coordinated by the Division's Equality, Diversity and Inclusion (EDI) Committee which is chaired by Angela Hassiotis. The members of the EDI Committee include representatives for PhD students, research staff, professional services and clinical fellows, as well as other senior members of staff in the Division. Annie Jeffery (annie.jeffery.09@ucl.ac.uk) is the PhD student representative on the EDI committee. If you

would like to support the work of the EDI Committee or would like any additional information, you can contact Annie, or Sarah Dowling (sarah.dowling@ucl.ac.uk).

Further information is available on EDI across the university here:

<https://www.ucl.ac.uk/equalitydiversity-inclusion/> and on Athena SWAN within the Division here: <https://www.ucl.ac.uk/psychiatry/about/athena-swan>.

Equal Opportunities:

Departmental Equal Opportunity Liaison Officer (DEOLO):

Karen Hobbs (k.hobbs@ucl.ac.uk) is the Divisional DEOLO. Karen's role is to help with the implementation of equality, diversity and inclusion-related action plans and good practice. Part of the DEOLO role is also to be a first point of contact for individual equality, diversity and inclusion issues within the Division, and to give information and advice regarding relevant UCL policies and procedures.

Further details on Equal Opportunities can be found at: <https://www.ucl.ac.uk/equalitydiversity-inclusion/committees-and-social-networks/deolos>.



Other useful websites

Division of Psychiatry: <http://www.ucl.ac.uk/psychiatry>

Study Information: <http://www.ucl.ac.uk/current-students/services>

Tuition Fees: <http://www.ucl.ac.uk/ion/education/fees>

Financial Assistance: www.ucl.ac.uk/srs/financialassistance

Scholarships/funding: <http://www.ucl.ac.uk/prospective-students/scholarships>

Learning Support: <http://www.ucl.ac.uk/teachinglearning/teachinglearning-methods>

Health & Safety, Health Services: <http://www.ucl.ac.uk/administration/health>

Support and Welfare, Childcare: <http://www.ucl.ac.uk/current-students/support>

UCL Language Centre: <http://www.ucl.ac.uk/language-centre/>

Portico: www.ucl.ac.uk/portico

Moodle: <https://moodle.ucl.ac.uk/login/index.php>

Plagiarism and Turnitin: <http://www.ucl.ac.uk/isd/students/e-learning/tools/turnitin>

New student's newsfeed: <http://www.ucl.ac.uk/new-students/news>

Information about the International Student Orientation Programme:

<https://www.ucl.ac.uk/iss/orientation/index/edit/postgraduate-students>

Support for current students: <http://www.ucl.ac.uk/current-students/support>

Cause for concern form:

<http://www.ucl.ac.uk/currentstudents/support/wellbeing/studentofconcern>

Police Registration:

<https://www.ucl.ac.uk/students/international-students/international-support/police-registration>

Biometric Residence Permit:

<https://www.ucl.ac.uk/students/immigration-and-visas/student-visa/biometric-residence-permit/how-obtain-your-brp>

About UCL: <http://www.ucl.ac.uk/about-ucl>

Publications and Marketing Services: <http://www.ucl.ac.uk/prospective-students/pams>

Transport for London 18+ Oyster Cards (cheap tube and bus travel for students)

<http://www.tfl.gov.uk/tickets/14312.aspx>

Please note you can order your oyster card online at the above website.

UCL will authorize your application online and your oyster card will be sent to you by TFL.

Student Discounts: <http://www.nus.org.uk/>

NHS Direct (Health Queries): <http://www.nhsdirect.nhs.uk/>

Camden Council: <http://www.camden.gov.uk/ccm/portal/>

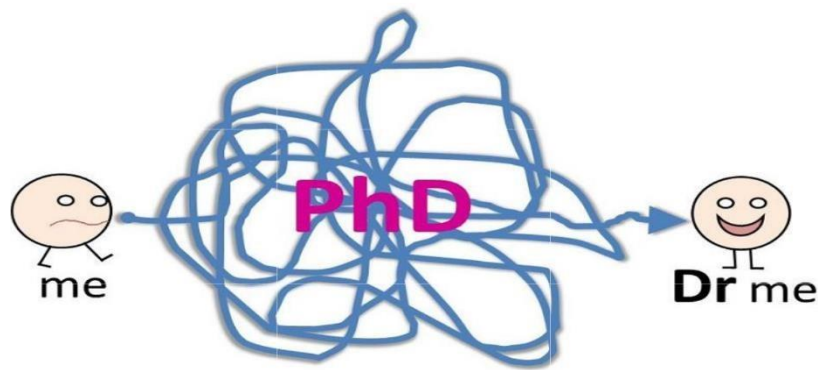
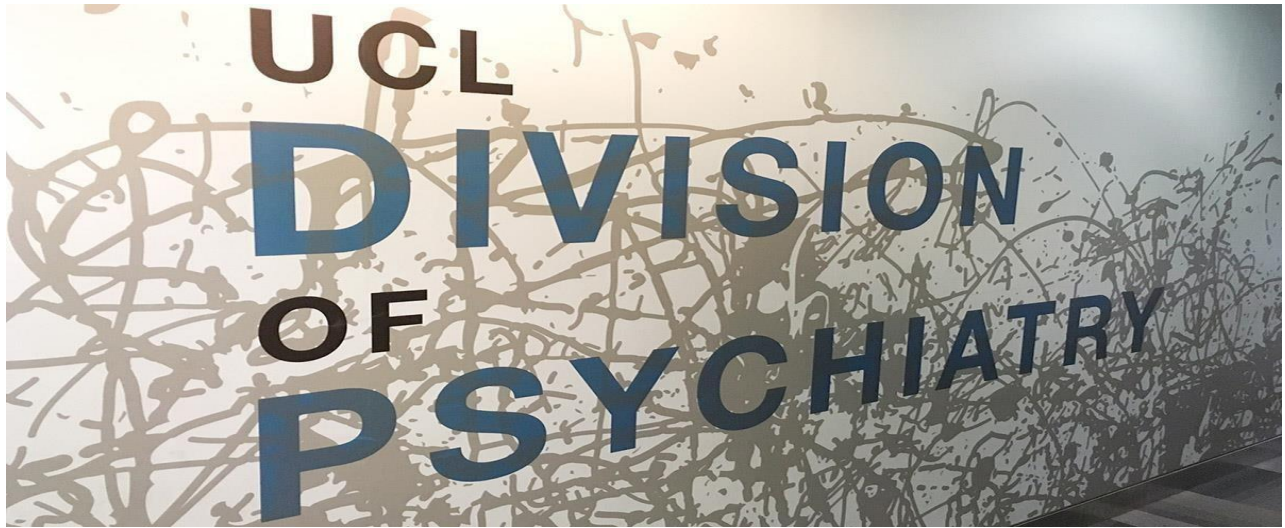
Westminster Council: <http://www.westminster.gov.uk/>

Time Out London: <http://www.timeout.com/london/>

UCL Accommodation: <http://www.ucl.ac.uk/prospective-students/accommodation/>

Gumtree Accommodation website: www.gumtree.co.uk

Study London: www.studylondon.ac.uk



Appendix: Thesis Committee Requirements

Function and Role of the Thesis Committee

All MPhil/PhD students registered in the School of Life and Medical Sciences starting after 1st September 2019 will be required to have a Thesis Committee (TC). The role of the TC is for its members to support the Student throughout the PhD programme.

The TC comprises the Subsidiary Supervisor and at least two additional members with relevant academic experience, but who are not from the same team/laboratory as the Primary Supervisor. These members may be UCL staff or external to UCL, but at least one should be a member of UCL academic staff. They may include Research Fellows (e.g. postdocs) or Emeritus or honorary members of staff. They will be recognised as subsidiary supervisors. The TC may be chaired by any member of the TC. Primary Supervisors are not necessarily part of the TC, but can be, provided all parties, including the Student, agree and this is approved by the DGT.

The Primary Supervisor continues to supervise the Student's research project on a day-to-day basis. The TC acts to support both the Student and Supervisor throughout the PhD programme.

The Departmental Graduate Tutor (DGT) has responsibility for approving the TC members at the beginning of the PhD, taking into account the views of the Student, supervisors, DGT and HoD. The TC members must be approved by the DGT and the HoD (see below) within **one month of registering for a PhD**. It is expected that all UCL staff who supervise PhD students will serve on TCs.

Members of the TC cannot act as final PhD examiners.

Formal meetings with the TC are scheduled over the course of the programme (see below for full-time and part-time students), although the Student, Supervisor or TC can request an additional meeting at any time. Students may also approach TC members informally (individually or as a group) for advice and support should the need arise.

The TC Chair prepares a short report of the outcomes of a TC meeting and sends this to the Student and members of the committee. If all agree that this reflects the outcome of the meetings, the Student enters the report onto the UCL Research Log.

The timeline outlined below is for a conventional 3-year PhD studentship and for 1+3 year PhD studentships. In the case of a 1+3 studentship, the timeline starts after the first year rotation period has concluded. In both cases, submission should be within 4 years of initiating the PhD. Part-time student programmes are generally five years and part-time students should submit within five years.

In the event that a Student enters Continuing Research Status (CRS), the TC should remain active and continue to meet every six months until the thesis has been submitted.

At the 9 month TC meeting, the TC recommends whether the Student should progress to Upgrade. In most cases, it is expected that the TC will recommend Upgrade. If the TC does not support progression

to Upgrade, the TC should recommend set objectives for the Student to achieve and schedule another meeting (usually within 3 months) to review whether the student is ready to proceed to Upgrade. The Student should also be referred to the DGT to discuss the reason for insufficient progression and possible solutions or alternatives as appropriate. The DGT may - in agreement with the Student and Supervisors - impose a Learning Agreement which defines progression milestones, timelines and potential consequences of insufficient progress. If a student fails their Upgrade, they may have a second attempt within the next six months. In this case, the timeline for TC meetings should be adjusted to best support the Student throughout their PhD, or if the second attempt at the upgrade fails, in completing their MPhil.

Timeline of meetings and requirements:

It is the student's responsibility to organise thesis committee meetings and it is advisable to set the dates at least one month in advance to ensure you are able to meet with your TC before the deadline. You should be prepared to discuss your results/data so have them to hand should your TC want to review them again. Following the meeting, you will need to write a short entry in your UCL Research Student Log of the meeting outcome and upload your TC documents with any comments/suggestions made by the TC.

TC1: Thesis Committee meeting (at 3 months)

NOTE: It is advised that you make arrangements for the meeting at least **one month in advance of the meeting** to ensure that the meeting takes place before the deadline.

Preliminary Research Proposal Submission

Your Research Proposal should be approved by your Primary Supervisor before sending it to members of your TC.

Preliminary Research Proposal Content

Your Research Proposal should include the following:

- Abstract (200 words max.)
- A succinct review of the key literature to contextualise the work
- Hypothesis and aims of your project
- A clear plan of experimental approaches for the next 6-12 months including a graphical timeline
- Bibliography.
- Ethics evaluation form (if relevant)

Word limit: 1,000 (excluding bibliography)

Words limits

Word limits should not be exceeded. A word count should be included on the front page of your reports. The research proposal will form the basis for your discussion with the TC. Prepare a

15-20 minute presentation for the TC. The Primary Supervisor should be present at this TC meeting.

Outcome

Members of your TC will discuss your proposal and may suggest amendments. Following the TC meeting, your proposal (revised if appropriate) will be approved by your Primary Supervisor and TC members.

Personal Development Plan

Together with your Primary Supervisor, you should draft a personal development plan for your first year that takes into account any mandatory training that you should undertake as well as bespoke training opportunities.

Student Action: The final TC approved version of your plan should be sent to the Postgraduate Research Administrator by email as soon as possible after TC1. You should also upload your proposal to your Research Student Log.

TC2: Thesis Committee Meeting 2 (discuss 9 month report)

Report Submission

Your report should be sent to all members of your TC no less than two weeks before the meeting.

Report Content

Please prepare a short progress report (1,000 words max) outlining what you have achieved since your PhD project commenced. The report should complement your Preliminary Research Proposal and should include progress to date and a plan of future experiments (a methods section is not required).

Thesis Committee Meeting

It is advised that you make arrangements for the meeting at least **one month in advance of the meeting** to ensure that the meeting takes place before the deadline.

The written report and oral presentation will form the basis of the discussion with your TC.

Outcome

If progress is judged to be satisfactory, you will begin to plan for your upgrade from MPhil to PhD. You will also discuss your personal development plan and ensure that you are on course to complete any mandatory training before your upgrade.

If there are concerns that satisfactory progress has not been made, your DGT may instigate the Academic Insufficiency Process as outlined in the guidelines ([Academic Insufficiency Process](#)). You will be set objectives, in consultation with your Supervisor and TC which you

will be required to meet within a defined period of time. This involves monthly meetings over a period of 3 months, during which time you will be supported by your TC. The process will be assessed by the Departmental Graduate Tutor and Faculty Graduate Tutor.

Student Action: Following the meeting, you should upload your report to your Research Student Log and write a short summary of the meeting outcome, including any comments/suggestions made by the TC. Please send all TC reports to PGR Administrator via email Nuj Monowari n.monowari@ucl.ac.uk

Upgrade from MPhil to PhD (9 – 18 months)

Initially PhD students are registered for an MPhil degree and in order to proceed to a PhD, their registration must be changed accordingly. The upgrade process takes place between 9 and 18 months (for full-time students) and assesses the student's progress and ability to complete the PhD programme in a reasonable time-frame. The guidelines for the upgrade process can be found at <https://www.ucl.ac.uk/students/status/research-students/upgrade>.

This will generally involve a presentation to your Department / Division and a *viva*.

Examination of the *viva* will be by one Subsidiary Supervisor (nominated and approved by the DGT) and an academic external to your thesis committee, who is not directly line managed or supervised by any member of the TC.

TC3 Thesis Committee Meeting 3 (at 18 months)

The third TC meeting will occur after your upgrade from MPhil to PhD has taken place. If this was successful, you will discuss your upgrade report with the TC and outline your plans for the next 6 – 12 months with respect to your research project and personal development plan. If your upgrade was unsuccessful, your second attempt must take place between 15 and 24 months (for full-time students) after the start of your project, and the TC will discuss and review your plans to address the issues raised by your examiners.

TC4 Thesis Committee Meeting 4 (at 24 months)

The purpose of TC4 is to discuss any areas of your project that are problematic or falling behind schedule. No written report is required. You should prepare a short presentation (15-20 minutes) that will form the basis of your discussion with the TC. You should discuss your personal development plan and training requirements for your final year.

TC5 Thesis Plan (at 30 months)

The purpose of TC5 is to review your thesis outline and discuss what, if any, final experiments you need to complete for your thesis.

Thesis Outline

Your thesis outline should contain a breakdown of each chapter into sub-headings, and include figure titles and/or any other relevant notes/comments about the content of each section. You should indicate which sections need further data to complete. The work limit for a PhD thesis is 100,000 words, but this is the upper limit and you should aim to be as clear and concise as possible.

You should also include a timeline of remaining experiments so that you, your Supervisor and TC all have a clear idea about what you will be doing over the final months.

Continuing Research Studies (CRS)

In the event that a Student enters continuing research status (CRS) the TC should remain active and continue to meet 6 monthly to help the student complete their PhD.