Research Student Administration: Guide for students

Research Degrees
Academic Services
1. Introduction

You may now apply via a workflow process on your Portico record to enter for your examination or an extension to your completing research status. This will replace the current paper forms and mean that you and your supervisors, Departmental Graduate Tutors and the Research Degrees Team will be able to track the progress of the applications via Portico.

The benefits of this new online process are:

- The progress of your applications can be tracked
- Application information, supporting documentation and the final decision are all stored securely in Portico
- The Research Degrees Team can take the following actions to ensure applications are reviewed in a timely manner:
  - Send reminder notifications to your supervisor or other authoriser
  - Change the authoriser if the assigned member of staff is unavailable (this will usually be your second supervisor or departmental research administrator)
- Application information, supporting documentation and the final decision are all stored securely in Portico, so it is GDPR compliant
- You will be able to submit confidential documentation in support of your CRS extension application via a more efficient and secure process
- Your Portico records are automatically updated on approval of the application

This guide gives screenshots of steps in the task and highlights the points at which you need to take action. Please login to AskUCL for further if you have any queries related to these requests.

We recommend that you discuss all applications with your supervisor or other relevant staff member in your department who can guide you before you submit your request. This will mean it is more likely that your request will be supported by your department and will therefore be approved.

If you need to do so may withdraw your exam entry or your CRS extension application at any point before it is formally approved or rejected. You may then re-submit another application at any time.

**CRS extension requests – additional guidance**

UCL’s regulations covering CRS status and further advice are in Chapter Five of the Academic Manual.

If you need to apply for an extension to your CRS status, please remember that you can only make one application. It is therefore important that you agree a realistic time-frame for your extension with your supervisor before you make your application. You should make this request about two months before the expiry of your current CRS period.

If you are not able to submit your thesis by your deadline, any request to further extend your CRS would need to be considered as a suspension of regulations. Your supervisor will need to contact the Research Degrees Team for further guidance.
Examination entry – additional guidance

You should submit your exam entry about four months before you intend to submit your thesis. You may not submit your thesis until your exam entry has been approved.

If you are asked to resubmit your thesis in a revised form, you should re-enter for the exam about a month before you intend to submit your thesis.

If your thesis title changes after you have entered for the exam, your supervisor will need to confirm the revised title to the Research Degrees Team.

2. Access to tasks

You will need to login to Portico to access the tasks.

You will find the task in the ‘My Studies’ section of your Portico page.

If the option ‘My Studies’ does not appear you will need to expand the selection of tasks by selecting the + symbol.

The Research Student Administration container will display a link to submit or review applications.
You have a drop-down menu to select either your exam entry or CRS extension application request, or view applications you have already submitted.

Choose the relevant option from the drop-down menu – either:

- View my Research Applications
- Submit Exam Entry Application
- Submit CRS Extension Application

Choose the task you wish to access and use the ‘Continue’ button.

If you wish to see the progress of applications you have made, please choose ‘View my Research Applications’.

You will see all the requests you have made for each type of application. If you opt to ‘View’, you will be able to see the stage that each application has reached. You may also opt to ‘Withdraw’ any open application. You may make a new application subsequently if you need to do so.
3. Examination Entry task

Before you enter the task, you will see information about making a request for reasonable adjustments for your viva and where to seek further advice, if necessary.

You may then either:

- Use Exit to return to the previous page
- Press Continue to process the Exam Entry

3.1 Examination Entry task – initial submission
There are several boxes you need to complete on this page; the first two boxes are pre-populated. You must answer all the questions.

- **Examination entered for** - If this is your first submission this box will be pre-populated with 'initial submission'. If you are resubmitting your thesis, it will state resubmission. There is further information about entering for a resubmission at point 3.2 below.

- **Examination award to be entered for** - this box is pre-populated with the details of your degree as taken from your record (PhD, MPhil, EngD, EdD etc) If this is not correct please login to [AskUCL](http://AskUCL) to check your record with the Research Degrees Team.

- **Field of study** – this should be a very brief description of your subject area (i.e. Mathematics, Mechanical Engineering, Orthopaedic Surgery). This will appear on the statement confirming the award of your degree but not on your degree certificate. If you are entering for a doctorate programme other than the EdD your field of study may be pre-populated as this will need to match the title of your programme.

- **I agree to one supervisor being present at my oral examination** – you should decide whether you wish your supervisor to attend your viva. You may wish to discuss this with your supervisor first and, if you tick ‘Yes’, your supervisor does not have to attend. Some departments normally encourage supervisors to attend and some do not, but this is at your discretion. Only one of your supervisors may attend.

- **Approved Title of thesis** – your title is approved by your supervisor with the completion of the entry process. Please ensure you use this title on the bound copies of your thesis when you submit them. If you change your title after your exam entry has been approved, your supervisor will need to email the Research Degrees Team to confirm the change. Your thesis title will appear on the statement confirming the award of your degree but not on your degree certificate.

- **I confirm that my thesis will not exceed the word limits as specified in UCL’s regulations** - UCL's regulatory word limits are given on the task. If, exceptionally, your thesis is longer than the limit given you must provide a brief supporting statement in the box provided. Your supervisor and Departmental Graduate Tutor will need to support this request before it goes forward for a suspension of the examination regulations. Please note that your examiners are not obliged to read beyond the maximum word limits.

- **I confirm that I have completed the UCL Research Student Log** – you must confirm that you have done this. This question will not appear for students who first registered at the IoE before September 2015.

- **I confirm that all appropriate ethical permissions have been obtained and adhered to** – you must indicate that this is the case.

Once you have responded to all the questions, you should use the ‘Submit’ button to submit your exam entry. You may return to the previous page at any point by using the ‘Back’ button, but please note the task will not save your responses and you will need to start again if you return.
Once you have submitted your exam entry, you will see a confirmation message. You will need to click ‘Finish’ to complete this stage of the task.

3.2 Examination Entry task – resubmission

If you have been asked by your examiners to resubmit your thesis, you will need to enter for the examination again.

If this is the case, the Examination entry for field on the task will be pre-populated with re-submission in place of initial submission.

In addition, your examiners may have indicated that they may not require you to sit a second viva once you have submitted your revised thesis. If this is the case, you may enter the option ‘Not Applicable’ for the question about your supervisor’s presence at the viva. If your examiners do require a viva, you should then liaise further with your supervisor about the arrangements.
4. Outcomes of the Exam Entry application

Once you have submitted your application, the task will generate an email to your supervisor to ask them to login to Portico where they will be able to review your exam entry. There are five potential outcomes to your exam entry request.

a) Approval – your supervisor will support your exam entry and it will then be passed to your Departmental Graduate Tutor for approval. Once approved, your exam entry will be confirmed on Portico by the Research Degrees Team and you will receive an email to confirm this. You will also be able to view the outcome on Portico.

b) Returned to Student – If your supervisor has any concerns or queries about your exam entry, they may return the request to you. You will receive an email to let you know this has happened and you should then discuss this with your supervisor. You may withdraw the exam entry at this point or, once you have addressed your supervisor’s queries, you may return it again for approval.

c) Not Approved - your Departmental Graduate Tutor may decide not to approve your exam entry. If this happens, you will receive an email to let you know. You should liaise with your supervisor for further advice.
d) **Under Review** - when the Research Degrees Team receive your exam entry, they may need to seek further information from your department before processing it. If this is the case, they will place it ‘under review’ and you will see this message when you review your exam entry on Portico.

<table>
<thead>
<tr>
<th>Status</th>
<th>Created Date</th>
<th>Updated Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review</td>
<td>13/Jan/2020</td>
<td>15/Jan/2020</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

e) **Withdrawn** - if you withdraw your application, you will see this listed under the ‘View Applications’ menu on Portico. You will also see any subsequent requests you have opened.

<table>
<thead>
<tr>
<th>Status</th>
<th>Created Date</th>
<th>Updated Date</th>
<th>Reminder Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdraw</td>
<td>19/Dec/2019</td>
<td>13/DEC/2019</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>
5. CRS Extension application

Before you enter the task, you will see information about making a request for an extension to your CRS status.

You may then either:

- Use Exit to return to the previous page
- Press Continue to continue with the CRS extension request

There are several boxes you need to complete on this page; the first box is populated for you. You must answer all the questions.

- **Expiry date of CRS Status** – this box is pre-populated with the current expiry date of your CRS status.

- **Proposed expiry date of CRS Status** – You may use this box to enter the date to which you wish to request an extension. Please note that full-time students may only extend up to 12 months and part-time students may only extend up to 24 months. This task will not allow you to exceed the maximum period allowed.
• **Reason for extension** – The drop-down menu gives the reasons permitted for an extension under UCL’s regulations. Please choose the most appropriate reason.

• **Please provide a statement in support of this application** – You must provide a supporting statement for your request. You do not need to give confidential personal or medical details if you have discussed your request with your supervisor or Departmental Graduate Tutor but it is helpful if you give as much information as possible. Please note that this information will only be available to those who need to consider your request. Your delay must have been during your CRS period. Please give the dates during which you were delayed.

• I agree that details of my CRS extension request can be shared. Please tick this box to confirm your agreement. You may view UCL’s Privacy Notice at this point.

Once you have responded to all the questions, you should use the ‘Submit’ button to submit your CRS extension request. You may return to the previous page at any point by using the ‘Back’ button, but please note the task will not save your responses and once you click the ‘Submit’ button you will not be able to go back to edit your form.

The next page has the option for you to upload supporting evidence if this will help your request (a medical certificate, for example).

Select the option ‘Upload files’.

You will then see the option ‘Browse my Computer’. Find the document you wish to upload, open and this will be uploaded as part of your application. You may upload more than one document. Please note this documentation will be stored securely on your student record in compliance with GDPR requirements.
Once you have uploaded any documentation, you should ‘Close’ the request. You will then need to ‘submit’ your request.

You will be taken to the CRS Extension submitted confirmation page, and will need to ‘Finish’ to exit the task.
6. Outcomes of the CRS Extension application

Once you have submitted your application, the task will generate an email to your supervisor to ask them to login to Portico where they will be able to review your CRS extension request. There are four potential outcomes to your exam entry request.

a) Approved – your supervisor will support your CRS extension request and it will then be passed to your Departmental Graduate Tutor for approval. It will then move to the Research Degrees Team for review and, provided the request meets the regulations, it will be approved. You will receive an email to confirm this and you will be able to view the outcome on Portico.

b) Not Approved - your supervisor or Departmental Graduate Tutor may decide not to support your application, or the Research Degrees Team may note that it does not fall within the relevant regulations. If this happens, you will receive an email to let you know; the reasons will be given in the email. You should liaise with your supervisor for further advice.

c) Under Review - when the Research Degrees Team receive your CRS extension, they may need to seek further information before processing it. If this is the case, they will place it ‘under review’ and you will see this message when you review your request on Portico.

d) Withdrawn - if you withdraw your application, you will see this listed under the ‘View Applications’ menu on Portico. You will also see any subsequent requests you have opened.