



**UCL**

# **Research Student Administration: Guide for students**

**Research Degrees**

**Academic Services**

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# 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.

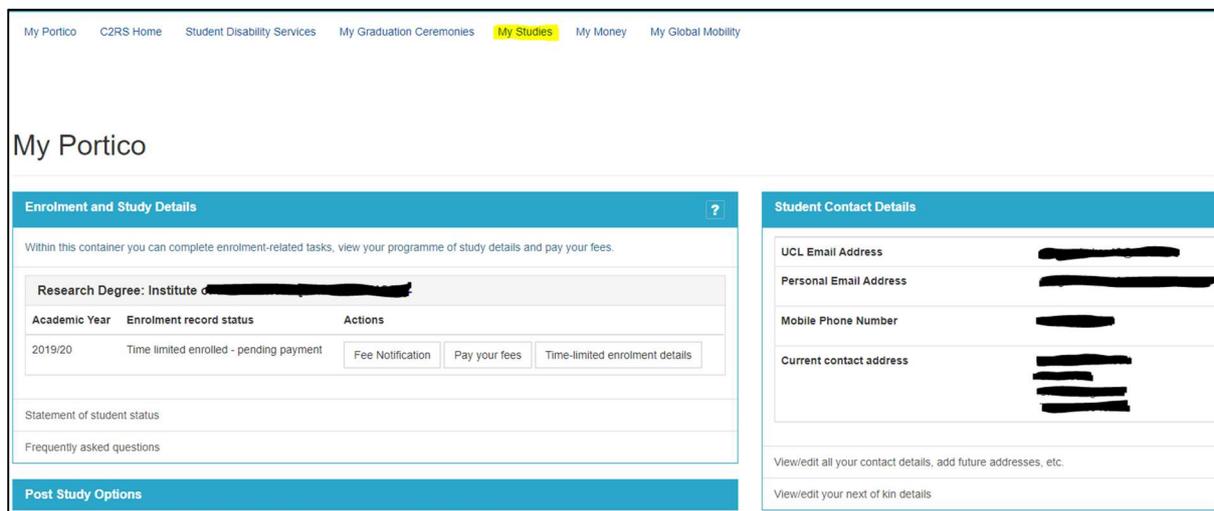
If you are asked to resubmit your thesis in a revised form, you should re-enter for the exam about a month before you intend to submit your thesis.

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.



The screenshot shows the 'My Portico' dashboard. At the top, there is a navigation bar with links: My Portico, C2RS Home, Student Disability Services, My Graduation Ceremonies, My Studies (highlighted in yellow), My Money, and My Global Mobility. Below the navigation bar, the main content area is titled 'My Portico'. It is divided into two main sections: 'Enrolment and Study Details' on the left and 'Student Contact Details' on the right. The 'Enrolment and Study Details' section includes a sub-section for 'Research Degree: Institute of [redacted]' and a table with columns for 'Academic Year', 'Enrolment record status', and 'Actions'. The table shows the year '2019/20' and the status 'Time limited enrolled - pending payment'. Below the table are links for 'Fee Notification', 'Pay your fees', and 'Time-limited enrolment details'. There are also links for 'Statement of student status' and 'Frequently asked questions'. The 'Student Contact Details' section includes fields for 'UCL Email Address', 'Personal Email Address', 'Mobile Phone Number', and 'Current contact address', all of which are redacted with black bars. At the bottom of this section, there are links to 'View/edit all your contact details, add future addresses, etc.' and 'View/edit your next of kin details'. A 'Post Study Options' section is visible at the bottom left of the dashboard.

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



The screenshot shows the PORTICO navigation bar. It is a dark blue bar with the word 'PORTICO' in white on the left. On the right, there is a yellow plus sign (+) in a small square. Below the bar, there is a white navigation menu with links: My Portico, Awards, Assessments and Achievements, C2RS Home, Curricular Management, Engagement Monitoring, Graduation Ceremonies - Staff Application, Student Disability Services, and My Graduation Ceremonies.

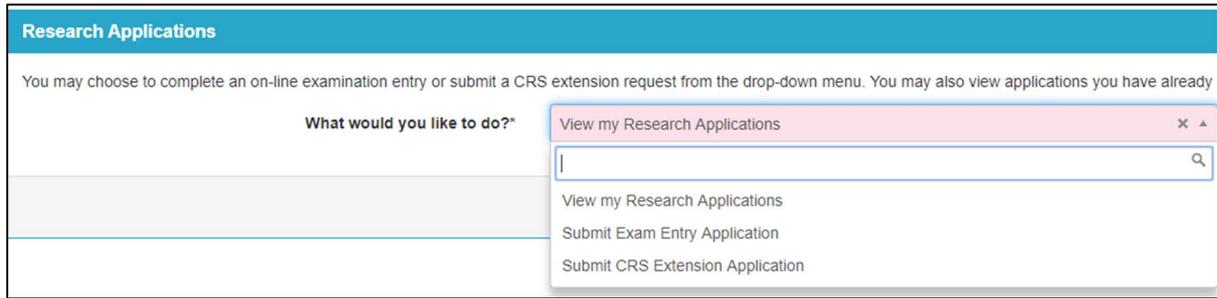
The Research Student Administration container will display a link to submit or review applications.

## My Studies



The screenshot shows the 'Research Student Administration' container. It has a blue header with the text 'Research Student Administration' and a 'New' button. Below the header, there is a white box with the text: 'Use the link below to submit your Examination Entry or CRS Extension request and to review the progress of your application'. At the bottom of the box, there is a yellow button with the text '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'.

The screenshot shows a table titled "View applications". At the top left, there is a "Show" dropdown menu set to "10" entries. At the top right, there is a "Search:" input field. The table has the following columns: Application ID, Application Type, Student Code, Assigned to, Programme, Status, Created Date, Updated Date, and Actions. There are two rows of data, both with a status of "Open" and dates of "19/Dec/2019". The first row is for an "Exam Entry" application assigned to "Authoriser". The second row is for a "CRS Extension" application assigned to "DGT". Each row has "View" and "Withdraw" buttons in the Actions column.

Application ID	Application Type	Student Code	Assigned to	Programme	Status	Created Date	Updated Date	Actions
[REDACTED]	Exam Entry	[REDACTED]	Authoriser	[REDACTED]	Open	19/Dec/2019	19/Dec/2019	View Withdraw
[REDACTED]	CRS Extension	[REDACTED]	DGT	[REDACTED]	Open	19/Dec/2019	19/Dec/2019	View Withdraw

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.

#### Research Degree Exam Entry

#### Exam Entry Application

If you require any special access arrangements or reasonable adjustments for your viva, please liaise with your supervisor in the first instance. You may also contact [Student Disability Services](#) for advice. If you are registered on the DClinSci or the UCL DEdPsy, please contact your academic department for advice before entering for the examination.

Exit

Continue

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

#### 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.\* Computer Science

I agree to one supervisor being present at my oral examination\* Yes

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 thesis title

Full details on the formatting, binding and submission of your thesis is at: <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/format-bind-and-submit-your-thesis-general-guidance>

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\* No

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

If No please provide information TEST THESIS LENGTH DETAILS

I confirm that I have completed the UCL Research Student Log

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

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](#) to check your record with the Research Degrees Team.
- **Field of study** – this should be a very brief description of your subject area (ie 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.

Back	Submit
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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.

**Exam Entry Submitted**

Thank you for submitting your details. Your examination entry has been passed to your supervisor for consideration. You may check its progress by logging into Portico

Finish

### 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.

**Exam Entry Application**

Student Code: [REDACTED]

Student Name: [REDACTED]

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**Student Application**

**Examination entry for\*** Re-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\*** Choose an option

Yes

No

Not Applicable

**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. \*

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\*



**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

Status	Created Date	Updated Date	Actions
Under Review	13/Jan/2020	15/Jan/2020	<a href="#">View</a> <a href="#">Withdraw</a>

**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.

Status	Created Date	Updated Date	Reminder Date	Actions
Withdrawn	19/Dec/2019	19/DEC/2019		<a href="#">View</a>

## 5. CRS Extension application

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

### Research Degree CRS Extension

#### CRS Extension Application

If you are funded by a research council, you should note that many funding bodies apply sanctions to the department if students do not submit their thesis within four years from the start of registration. You should discuss this, if applicable, with both your supervisor and your Departmental Graduate Tutor before submitting this application.

If you hold a Tier 4 visa you must continue to engage with your supervisor under the terms of your visa throughout your CRS extension if you remain in the UK to write up your thesis. By supporting your request, your academic department agrees to continue to monitor your engagement in line with UCL's Engagement Monitoring Policy.

If you are not able to complete the request yourself due to ill health, you may elect a supervisor or relevant member of staff to submit the request on your behalf.

You may then either:

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

#### CRS Extension Application

Student Code [REDACTED]  
Student Name [REDACTED]

Please refer to the academic regulations before applying for a CRS extension. The maximum period for an extension is one calendar year (full-time) and two calendar years (part-time). Only **ONE** extension is normally permitted.  
The reasons for requesting an extension to your CRS status are given in the drop-down options. Please note you may not apply on the grounds of your work commitments. You will need to provide the proposed end date for your CRS extension, choose a reason for the extension from the drop-down menu and write a supporting statement in the box below. Your statement should explain the impact of the delay on your CRS period.

#### Student Application

Expiry date of CRS Status*	Date	Month	Year
	15	09	2020

Proposed expiry date of CRS Status	Date	Month	Year
The maximum period for a CRS extension is one calendar year (full-time) and two calendar years (part-time).*			

Reason for Extension\* Choose an option

\*\*\*\*Departments are expected to arrange alternative supervision to mitigate under these circumstances, so the supporting statements for requests on these grounds must include details of the steps taken. Work commitments or any duties carried out for a department are not considered grounds for an extension.

Please provide a statement in support of this application\*

I agree that details of my CRS extension request can be shared with members of UCL staff who are directly responsible for considering this request.  
This may include your supervisor(s), Departmental Graduate Tutors, Departmental Research Administrators, members of the Registry Research Degrees team and staff in the Doctoral School. Please refer to UCL's Privacy Notice for further information.\*

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.

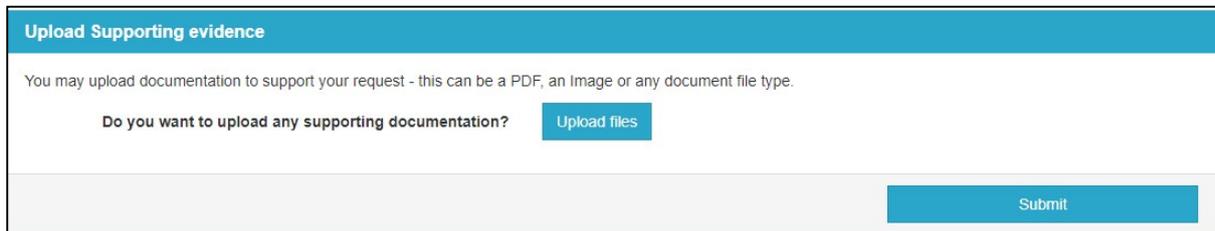
- **Reason for extension** – The drop-down menu gives the reasons permitted for an extension under UCL’s regulations. Please choose the most appropriate reason.
- **Please provide a statement in support of this application** – You must provide a supporting statement for your request. You do not need 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.

Do you wish to upload any supporting evidence?

Browse My Computer

camelia.jpg (161 kb) Delete

File Status	Successfully Uploaded	100%
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Close

Once you have uploaded any documentation, you should 'Close' the request. You will then need to 'submit' your request.

**CRS Extension Submitted**

Thank you for submitting your request for a CRS extension. This will now be passed to your supervisor and then your Departmental Graduate Tutor for consideration. You will be able to track details of this from your Portico account. We will confirm to you by email once your request has been considered.

Finish

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.

View applications							
Application ID	Application Type	Student Code	Assigned to	Programme	Status	Created Date	Updated Date
[REDACTED]	CRS Extension	[REDACTED]	Research Team	[REDACTED]	Approved	10/Jan/2020	10/Jan/2020

**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.

Status	Created Date	Updated Date	Reminder Date	Actions
Not Approved	12/Dec/2019	17/DEC/2019		<a href="#">View</a>

**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.

Status	Created Date	Updated Date	Actions
Under Review	13/Jan/2020	15/Jan/2020	<a href="#">View</a> <a href="#">Withdraw</a>

**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.

Status	Created Date	Updated Date	Reminder Date	Actions
Withdrawn	19/Dec/2019	19/DEC/2019		<a href="#">View</a>