**FACULTY OF MEDICAL SCIENCES**

**DIVISION OF SURGERY AND INTERVENTIONAL SCIENCE**

Postgraduate Research Students

Induction Pack

**2019/20**

**What is in your pack?**

1. **Doctoral School Handbook 2019/20**
2. **Graduate Research Degrees Code of Practice 2019/20**
3. **Welcome Letter**
4. **Essential information pack**
5. **Campus Map – on the back of Doctoral School Handbook**
6. **General UCL information pack**
7. **Thesis Committee guidance**
8. **Student supervisor contract**
9. **PGR students module attendance**
10. **Upgrade guidelines**
11. **Tier 4 Student and Sponsor Responsibilities**
12. **Student Union information**
13. **Wellbeing & student support information**
14. **Doctoral Skills Development Programme leaflet**

**Doctoral School general information:** [**https://www.grad.ucl.ac.uk/essinfo/**](https://www.grad.ucl.ac.uk/essinfo/)

1. **Graduate Research Degrees Code of Practice – available also printed:** [**https://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1920.pdf**](https://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1920.pdf)
2. **UCL Academic Manual Research Degrees Regulations:** [**https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/chapter\_5\_part\_a\_research\_degree\_regulations\_2019-20.pdf**](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/chapter_5_part_a_research_degree_regulations_2019-20.pdf)
3. **Guidance on Appropriate Forms of Supervision of Research Degree Students:** [**https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/guidance\_on\_appropriate\_forms\_of\_supervision\_of\_research\_degree\_students\_2018-19.pdf**](https://www.ucl.ac.uk/academic-manual/sites/academic-manual/files/guidance_on_appropriate_forms_of_supervision_of_research_degree_students_2018-19.pdf)
4. **Doctoral School Handbook:** [**https://www.grad.ucl.ac.uk/codes/DoctoralSchool-Handbook1920.pdf**](https://www.grad.ucl.ac.uk/codes/DoctoralSchool-Handbook1920.pdf)
5. **Student Enquiries Centre:** [**https://www.ucl.ac.uk/students/**](https://www.ucl.ac.uk/students/)
6. **Student Support and Wellbeing:** [**https://www.ucl.ac.uk/students/student-support-and-wellbeing**](https://www.ucl.ac.uk/students/student-support-and-wellbeing)
7. **Career Advice:** [**https://www.ucl.ac.uk/careers/about/eligibility/researchers**](https://www.ucl.ac.uk/careers/about/eligibility/researchers)

January 2020

Dear Postgraduate Research Student

Welcome to the Division of Surgery and Interventional Science.

With a long tradition of excellence in both surgical and interventional science, we are a diverse Division, with wide-ranging research including the fields of assistive technologies, materials & tissue, nanotechnology and tissue & energy.

Our aim is to understand the causes of human disease and develop innovative therapies and technology to improve the quality of life of the people around us.

We are based on three different campuses:

* Bloomsbury, London
* Royal Free Hospital, London
* Institute of Orthopaedics and Musculoskeletal Science (IOMS) based at the Royal National Orthopaedic Hospital (RNOH), Stanmore, Middlesex

As a student in our Division, you will have access to the facilities on these three sites. Therefore, we encourage you to make the most of the breadth of the research networks available to you.

Within this welcome pack, please find:

* Postgraduate Research Welcome Pack
* Map of UCL
* Graduate Research Degrees: Code of Practice 2019/20 booklet
* Doctoral School 2019/20 handbook

You will have an opportunity to attend the MPhil-PhD Upgrade Presentations, which will enable you to learn about all the research being undertaken in the Division.

We hope you will enjoy being a part of this diverse research community and look forward to meeting you.

Best wishes,

Casper Debieux

Teaching Administrator (Research)

[dsis.pgr@ucl.ac.uk](mailto:dsis.pgr@ucl.ac.uk)

Dr Umber Cheema

Graduate Tutor (Research)

[u.cheema@ucl.ac.uk](mailto:u.cheema@ucl.ac.uk)

Professor Vivek Mudera

Director of Division of Surgery and Interventional Science

[v.mudera@ucl.ac.uk](mailto:v.mudera@ucl.ac.uk)

**Postgraduate Research Welcome Pack**

**New Students**

**MPhil /PhD**

**Professional Doctorate in Orthopaedics**

**MD (Res)**



**Division of Surgery & Interventional Science**

**Faculty of Medical Sciences**

**University College London**

**3rd Floor, Charles Bell House**

**43-45 Foley Street**

**London W1W 7TS.**

<http://www.ucl.ac.uk/surgery>

[dsis.pgr@ucl.ac.uk](mailto:dsis.pgr@ucl.ac.uk)

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**Welcome to The UCL Division of Surgery & Interventional Science**

We would like to extend a warm welcome to all our new taught Postgraduate Research students commencing their studies from 2019/ 2020.

This guide contains information about practical matters you need to think about before you start.

**ENROLMENT**

All new students will receive an email invitation to complete the pre-enrolment activities online, once you have accepted and met all the conditions of your offer, and no more than 6 weeks before the start of the programme.

Once you have completed the pre-enrolment activities you will be invited to attend an enrolment session in the UCL Wilkins Building - please see the Maps page for more information <http://www.ucl.ac.uk/maps>

**STUDENT ID CARDS**

You will receive your UCL student ID card when you enrol at UCL. You will need to have this with you whenever you are on UCL property. Please keep it safe as students who lose their cards regularly will be charged a replacement fee.

**SETTING UP YOUR IT FACILITIES**

You will receive your UCL user ID and set your password at Enrolment. You will need to access the central IT facilities. Further guidance for new students can be found on the [ISD webpages.](http://www.ucl.ac.uk/isd/students" \t "_self)

**ENGLISH LANGUAGE COURSES**

If English is not your first language it will be very important to practice your English as much as possible once you are here. Even watching television, reading newspapers and listening to the radio helps. Britain is a country full of funny accents and it may take some time before your ears adjust!

UCL Language Centre provides a self-access centre which you are able to use to improve your level of English: <https://resources.clie.ucl.ac.uk/home/sac>. If you wish, you may also sign up for part-time courses in academic English, such as academic writing or advanced grammar.

**PAYMENT OF TUITION FEES**

Arrangements for paying your tuition fees can be found at

[https://payonline.ucl.ac.uk/](https://payonline.ucl.ac.uk/  )

Please note that if you do not follow the instructions for payment of your fees, your enrolment at UCL may be in jeopardy.

Any student expecting all or part of their fees to be paid by a sponsor/supporting body must send a copy of award/assessment letter to the Student Fees Department: you will need to provide written evidence of sponsorship before or during the enrolment period

Student Fees Office

UCL

Gower Street

London

WC1E 6BT

Email: [fees@ucl.ac.uk](mailto:fees@ucl.ac.uk) Telephone: +44 (0)20 3108 7284

**BUDGETING AND LIVING COSTS**

In addition to your tuition fees you will also need to cover the basic costs such as accommodation, food and books.

The [UCL Financial Support and Advice website](https://www.ucl.ac.uk/current-students/money/bursaries/financial-advice-and-Support) offers lots of advice about managing your money and if you find you need additional financial guidance for more complex or sensitive matters you can make an appointment to speak with the [Student Funding Welfare Adviser](mailto:studentfundingwelfare@ucl.ac.uk).

For more information concerning financial support and sources of funding please refer to our page on [University Living](http://www.ucl.ac.uk/new-students/pay-your-fees/left-menu/university-living).

**ATTENDANCE REQUIREMENTS**

If UCL has issued a Confirmation of Acceptance of Studies (CAS) to sponsor you in the UK as a Tier 4 (General) student, UCL has a duty to report to UK Visas and Immigration if you do not engage regularly or if you withdraw from your programme or interrupt your studies.

Under the new Immigration rules, both universities and students have clearly defined responsibilities.

* As your Tier 4 sponsor, UCL’s responsibilities include:
* Check registration and report non-registration to UKVI
* Keep copies of your passport and student visa / biometric ID cards
* Maintain up-to-date contact details and record any changes
* Monitor attendance and report unauthorised absence to the UKVI
* Report any deferral, suspension, withdrawal and programme termination to the UKVI
* Inform UKVI of any changes to your circumstances i.e. change of programme, earlier than expected completion of course

As a student, your responsibilities are:

* To provide UCL with a copy of your passport, visa or the biometric ID card
* To register on time for the programme
* Follow the programme of study without significant gaps or absences
* Keep your contact details up-to-date via the Portico student records system
* Follow set procedures if you wish to defer or suspend your studies or withdraw from the programme
* Return home if you defer, suspend or withdraw from your studies or if your programme is terminated
* Adhere to prevailing UKVI immigration guidelines

Further information on your responsibilities as a Tier 4 student can be found here: [**https://www.ucl.ac.uk/iss/immigration-visa/tier-4-responsibilities**](https://www.ucl.ac.uk/iss/immigration-visa/tier-4-responsibilities)

**ARRIVAL IN LONDON**

London is served by five airports – Heathrow, Gatwick, Stansted, Luton and City. Most international students arrive at one of the three primary airports:

Heathrow *(*[*heathrowairport.com*](http://www.heathrowairport.com/)*)*,

Gatwick *(*[*gatwickairport.com*](http://www.gatwickairport.com/)*)*

Stansted *(*[*stanstedairport.com*](http://www.stanstedairport.com/)*)*

**IMMIGRATION UPON ARRIVAL**

When you arrive in the UK, you will be asked to fill in a landing card if you do not hold British nationality or are not a citizen of an EU member state. When you leave the aircraft, follow signs for ‘Arrivals’. These signs will lead you to immigration. As you approach immigration control, there will be two types of queue: one for travellers with British or European Economic Area (EEA) passports and one for other passport holders. Make sure you join the correct queue. You will be asked by an immigration officer to show your passport and landing card and explain why you wish to enter the UK.

You should carry your unconditional offer letter and CAS statement from us so that you can show it to the immigration official as proof that you will be a full-time student. Your passport will then be stamped. Depending on which country you are from, the stamp may say that you have to register with the police within 7 days. This is just a formality and easily done in central London. Details can be found here: <http://www.ucl.ac.uk/iss/immigration-visa/police-registration>.

**Baggage Collection**

After you finish with immigration, you will go to the baggage reclaim area and collect your baggage. Your baggage will be sorted by flight number. Look for your flight number on the monitors in arrivals that indicate which carousel you should collect your baggage from.

**Directions**

Directions to the UCL Main Campus can be found here: <http://www.ucl.ac.uk/maps>

You can also use this Map finder tool to find any other buildings in UCL.

**WHAT TO PACK**

Travelling with heavy luggage can be difficult, so you will probably want to travel as lightly as possible. You will have to carry your luggage with you from the airport to your final destination and this may mean changing your means of transport several times. It will be easier if you did not have too many pieces of luggage to look after.

You should carry on your person or in your hand luggage your valid passport, with visa or entry clearance, copy of your unconditional offer letter and CAS email, original degree certificates, and original documentary proof that you have enough money to pay your fees and meet your living expenses (e.g. recent bank statements, proof of scholarship, sponsor’s letter or reference letter from your bank in your home country).

You will need some changes of clothes and some warm clothes, including a winter coat and a jumper or two, in case the famous British weather takes a turn for the worse. You should also bring an umbrella.

You do not need to bring sheets, blankets or duvets if you are living in a residence hall where they are provided but may need to do so if you have arranged private accommodation. However, you can easily purchase good value bed linen sets from most high street department stores or large supermarkets.

Remember that London is a thriving capital city and that you will be able to buy heavier items or anything else that you may have forgotten, once you arrive here. UCL is situated in the centre of London and there is easy access to shops for clothes, books, stationery, toiletries and other essential items.

**OPENING A BANK ACCOUNT**

If you do not yet have a bank account in the UK you will need to open one once you get here. Many banks have branches near the School (eg Natwest Bank, Barclays Bank Plc, HSBC, Lloyds). You may find it easier to open a bank account in the UK if you have an account with a multi-national bank in your home country.

Details on how to open a bank account can be found at <http://www.ucl.ac.uk/iss/when-you-arrive/bank-account>

You may need more money in the first two months of your stay in London than at any other time as you may need to purchase books, stationery and general items for you/your room in order to feel comfortable.

**ACCOMMODATION**

When you arrive in London, you should go directly to the accommodation that you have arranged.

You can also contact the University of London Housing services who can help with finding other external and private accommodation [www.housing.london.ac.uk/](http://www.housing.london.ac.uk/)

**STUDENT INSURANCE**

If you will be living in halls or in a flat of your own, we recommend that you take out insurance covering your personal possessions.

**STUDENT DISCOUNT OYSTERCARD**

If you are over 18 and have a term-time address in London you will be eligible for a Student Oystercard, which is valid for three years and entitles you to a 30% discount on weekly and monthly travelcards within Zones 1-6.  
  
The quickest and easiest way to sign up for your card is online at: [tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/18-student](https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/18-student)

In order to do this, you will need a digital photograph of yourself (passport-style), a UK credit or debit card and your student ID number. You can apply for your Student Oystercard online once you are enrolled at UCL. Simply visit the Transport for London website, select which photocard you want to apply for (18+ Student), then select UCL as your institution and follow the instructions.

UCL will confirm your enrolment to Transport for London once you are enrolled, and your card will then be dispatched to you. Until your Oystercard arrives, you will need to pay regular fares on London Transport.

*If you want to apply for (18+ Student), then select UCL as your institution and follow the instructions.*

UCL will confirm your enrolment to Transport for London once you are enrolled and your card will then be dispatched to you. Until your Oystercard arrives, you will need to pay regular fares on London Transport.

**TRAVELLING AROUND LONDON**

The cheapest way to get around London is by bus or underground (also called the tube). The Transport for London webpage is a fantastic resource and will give you lots of information about train and bus routes and times, prices and a live update on service provision. It also has a good journey planner. You can find the website at [tfl.gov.uk](https://www.tfl.gov.uk/)

The nearest underground stations to the UCL Main Campus are Euston Square and Euston.

There are also useful apps that you can download to assist with travelling around London, like City Mapper.



**CLUBS AND SOCIETIES**

UCL students currently run over 250 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for you to get involved with during your time at UCL.

You can find further information and contact details at: <http://studentsunionucl.org/clubs-societies/directory>

**VOLUNTEERING**

The Volunteering Services Unit (VSU) is UCLU’s dedicated facility for students who want to get involved with volunteering projects in the local community. You can give as much or as little time as you can spare; learning new skills, making friends, and contributing to other peoples’ lives. Find out more by visiting the VSU website, [uclu.org/services/volunteering-at-uclu](http://uclu.org/services/volunteering-at-uclu).

**HEALTHCARE**

While you are a student at UCL, you should register with a doctor near to your term-time address. If you are living away from home, it would be best to do this straight away so that you can receive medical help quickly if you become ill.

If you are absent from an assessment due to medical reasons and need to make a claim for extenuating circumstances, you will need original medical evidence to support your claim.

You can search for local NHS services, including GP practices, hospitals, dentists, pharmacies, opticians and urgent care, on the NHS Choices website at: [nhs.uk](http://www.nhs.uk/Pages/HomePage.aspx). The website also has a symptom checker if you are feeling unwell, information about medicines and health conditions and plenty of other information on health care and NHS provision.

You will be able to use the services of The Ridgemount Practice.

You may also be able to register there as a NHS patient if you live in certain Central London postcodes. A list of postcodes can be found on the website.

You can find more information about The Ridgemount Practice, including opening hours and how to register as a patient:

8 Ridgemount Street

London

WC1E 7AA

Tel: 020 7387 6306 [www.gowerplacepractice.nhs.uk](http://www.gowerplacepractice.nhs.uk)

**STUDENT SUPPORT**

During your time at UCL, you are likely to undergo many challenges: academic, personal, financial or medical. UCL can offer support to students in all sorts of situations. You could speak to

* Your Supervisor
* Graduate Tutor
* Teaching Administrator

Or you may need help from more **specialist advisors at UCL**. The UCL website has lots of information and advice and of particular use are the student support pages at <https://www.ucl.ac.uk/students/student-support-and-wellbeing>.

You may find it useful at times to speak to an advisor at the **UCLU Rights and Advice Centre,** [uclu.org/services/advice-welfare](http://uclu.org/services/advice-welfare).

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**UCL CAREERS SERVICE**

**A Big Welcome from UCL Careers!**

**UCL Careers - Find** *your* **Future**

**Web:** [www.ucl.ac.uk/careers](http://www.ucl.ac.uk/careers) | **Twitter:** [@UCLCareers](http://www.twitter.com/uclcareers) | **Facebook:** [UCL Careers](http://www.facebook.com/uclcareers)

**YouTube:** [UCL Careers](http://www.youtube.com/user/UCLCareersService) | **Flickr:** [UCL Careers](http://www.flickr.com/photos/uclcareers)

**Thesis Committee Guidelines – For students and supervisors**

**Edition – December 2019**

The Division of Surgery and Interventional Science acknowledges the help of the Division of Infection and Immunity in preparing these guidelines.

**Divisional Contacts**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact details** |
| Divisional Graduate Tutor | Dr Umber Cheema | E: [u.cheema@ucl.ac.uk](mailto:u.cheema@ucl.ac.uk)  T: xxxxx |
| Post Graduate Research Administrator | Mr Casper Debieux | E: dsis.pgr@ucl.ac.uk  T: 02031087492 |

**Introduction: the function and role of the Thesis Committee**

All Research Students (both MPhil/PhD and MD(Res)) registered in the Division of Surgery and Interventional Science **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 Second Supervisor, who will chair the TC, and 1 to 3 additional members with relevant expertise in the area. These members may be UCL staff or external (the latter requiring honorary contracts). Primary Supervisors do not form part of the TC.

The Primary Supervisor chooses the TC members in consultation with the Student at the beginning of the PhD, and provides the PGR Administrator a list of the TC members by email within 1 month of the start date. Each TC member should be registered with the student’s UCL Research Student Log, http://researchlog.grad.ucl.ac.uk/.

Members of the TC will be responsible for assessing the MPhil/PhD upgrade of the Student, and as such cannot perform the duties as final PhD examiners.

Over the course of the programme there are scheduled formal meetings with the TC (see below), 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 outcome of the TC meetings should be entered into the UCL Research Student Log and signed by all TC members.

The timeline outlined below is for conventional 3+1 year PhD studentships. The PGR Administrator will email the Student, Supervisor and TC the timeframe for each TC meeting. Please note, **TC3 – Upgrade** must fall within the upgrade window of 9-18 months as per UCL regulations.

**Organisation and Schedule of Thesis Committee meetings**

**Organisation**: It is the student’s responsibility to organise the meetings of the thesis committee. However, if the student experiences difficulty in getting an agreed date from the TC members within a reasonable time, he/she should seek help from their Primary Supervisor.

**Schedule and Description of Thesis Committee Meetings**

**TC1 Preliminary Research Plan – 3 months**

The Student and Supervisor will prepare a research plan to submit to the TC for approval (1,500 words max). The Student meets with the TC for a brief discussion of the project proposal. The Primary Supervisor should attend TC1. The TC may recommend some changes to the project proposal and/or have some ideas that may be incorporated.

**TC2 Thesis Committee Meeting 2 – 9 Month Report**

The second TC meeting will take place approximately 9 months into the PhD. The Student is required to write a short progress report (1,000 words max) describing key findings and a plan of future work. During the TC meeting the Student is required to give a short presentation which should expand on the written report and form the basis for discussion.

**TC3 Thesis Committee Meeting 3 – Upgrade (12 months-18 months)**

For all Students the third TC meeting forms part of the upgrade from MPhil to PhD. Prior to the meeting the Student must submit a report (see separate guidelines), which the TC will review in advance of the meeting. The student is also required to give a presentation to the Division, which should be attended by members of the TC. The panel will decide if the Student has fulfilled the criteria required to upgrade to PhD. At this stage, the TC may recommend that an additional TC meeting is held within six months to monitor progress.

**TC4 Thesis Committee Meeting 4 (by 24 months)**

This meeting is not compulsory but the TC might recommend it at the time of the Upgrade.

**TC5 Thesis Committee Meeting 5 (no later than 33 months)**

Students present their thesis outline and writing plan to the TC. The timing of TC5 is flexible and should be decided between the Student and supervisor based on when the Student is near completion of experimental work.

**Table summarising the schedule, reporting and presentation requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TC Meeting** | **Written report** | **Presentation** | **Record** | **Deadline** |
| TC member details sent to PGR Administrator | - | - | Primary supervisor email to PGR Admin | 1 month after start of PhD |
| **TC1 - Research Plan** | Yes (1500 words max, including timescales) | Yes  (15-20 mins) | Email final plan to PGR Admin. Upload report and presentation to research log, TC members sign log | 3 months |
| **TC2 - 9 month report** | Yes (1000 words max) | Yes  (20-30 mins) | Upload report and presentation to research log, TC members sign log | 9 months |
| **TC3 – MPhil-PhD Upgrade** | Yes (see upgrade guidelines) | Yes  (15 mins) | Official MPhil-PhD upgrade record, signed by all TC members, sent to PGR Admin | 12-18 months |
| **TC4 – Follow up (if requested at upgrade)** | No | Yes  (20-30 mins) | Upload presentation to research log, TC members to sign | 26 months |
| **TC5 – Thesis Plan** | Yes (plan of thesis, timescales for remaining experiments) | Yes  (20-30 mins) | Upload plan to research log, TC members to sign | 33 months |

**FACULTY OF MEDICAL SCIENCES**

**Proforma for initial meeting between supervisor and research student**

A number of key issues should be discussed between primary supervisor and new research students at the start of a research degree (please see additional sheet for further guidance).

Students should take this form to their first meeting with their supervisor and complete it with them. Completed forms should be sent to the relevant Thesis Committee (before the first meeting of this Committee) with a copy to: Divisional Research Degrees Administrator (dsis.pgr@ucl.ac.uk) and Dr Umber Cheema, Departmental Graduate Tutor (u.cheema@ucl.ac.uk).

Both the student and supervisor must read **the** [**Code of Practice for Research Students**](http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf) before the initial meeting (to take place within the first 6 weeks after start of PhD).

# **Project and Supervision**

**1 - Supervisors**

|  |
| --- |
| Primary |
| Subsidiary |
| Insert further supervisors where necessary (not Thesis Committee members) |

Name and job title of person(s) the student can refer to in the laboratory on a day-to-day basis (if not the supervisors)

|  |
| --- |
|  |

**2 – Meetings**

Arrangements and details of how the student reports to the supervisor in addition to the Thesis Committee meetings

How many times a week/month will the student meet individually with primary supervisor?

\*There must be a minimum of one meeting per month between student and supervisors, in addition to any regular interaction in the laboratory.

\*\*If the student has not been given the opportunity to meet once per month with their supervisor, the student must inform Dr Umber Cheema, Department Graduate Tutor.

|  |
| --- |
|  |

**3 - Supervisor feedback** **on work by the student**

Discuss how and when supervisor feedback will be given on items of written work such as upgrade and thesis drafts, draft posters etc

|  |
| --- |
|  |

**4 – Confirmation of financial arrangements**

|  |  |
| --- | --- |
| **Stipend payments (over length of degree)** |  |
| **Amount of research (consumable) budget available** |  |
| **System for ordering consumables** |  |

**5 - eLog**

Confirm that the importance of timely completion of the eLog has been discussed

# **Training Plans**

List the **essential** Research Skills training required: <https://doctoral-skills.ucl.ac.uk/>

|  |
| --- |
|  |

**Additional, tailored transferable skills training**. These may be drawn up initially for the individual student’s interests and career aspirations. Consider broader objectives such as effective communication, public engagement, resilience training, computational skill. A good idea is to look at the four sectors provided by Vitae in their [**Researcher Development Framework**](https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view) **and how this integrates with the Doctoral School programme**  <https://doctoral-skills.ucl.ac.uk/> .

|  |
| --- |
|  |

# **Research Culture, Integrity & Further Professional Development**

**Tick** to confirm that the following have been discussed:

Benefits and priorities of seminar series (both local and across UCL).󠄀

Expectations and opportunities to engage with fellow students in laboratory, and at departmental, faculty and student events.

Attendance at national and international conferences (Conference funding: <https://www.ucl.ac.uk/slms/aco/gc-etcf/gcf>).

Membership of Professional Societies related to the PhD.

Opportunities to teach as a PGTA.

Opportunities to gain experience in supporting undergraduate and taught masters students in their project work.

Careers Advice (<http://www.ucl.ac.uk/careers/about/eligibility/researchers>).

Ethical Approvals, honorary contracts, observerships, research passports, where appropriate.

Risk assessments for projects (e.g. from lab work to community-based research), where appropriate.

Nature of statistical training and support required.

Student Support and Wellbeing (<https://www.ucl.ac.uk/students/student-support-and-wellbeing>). A confidential service to discuss any issues affecting the ability to study.

# **SIGNATURES**

|  |  |
| --- | --- |
| **Student** Name: | **Supervisor** Name: |
| Signature | Signature: |
| Date: | Date: |

**Pro Forma - Additional Information**

Some of the issues below are also dealt

with in [the **UCL Code of Practice for Research Students**](https://www.ucl.ac.uk/ioo/sites/ioo/files/graduate-research-degrees-code-of-practice-1718.pdf)

**PLEASE READ THIS CODE BEFORE THE FIRST FORMAL SUPERVISOR/STUDENT MEETING**

**The Project, supervision and support**

*At the outset it is very important that supervisors and students discuss the proposed project and supervison arrangements. Mutual expectations should be established early on:*

* Who are the supervisors and what are their roles?
* Who will the student be supervised by on a day-to-day basis, as it may not be the main supervisors?
* What is the role of the supervisor versus the Thesis Committee (if used), and what is the membership of the committee?
* What is the expected contact time with the supervisor and how does the student report to the supervisor on regular progress and at meetings of the Thesis Committee?
* How should meetings be recorded
* Are stipend payments already arranged and how will these be managed?
* How will the eLog be managed and what is its purpose?
* How and when will the supervisor feed back on student’s written work, in particular on drafts of the upgrade report and thesis?
* What is the purpose of the MPhil/PhD upgrade?
* What general support structures are in place for research students, locally and centrally in UCL (see: [Student Support and Wellbeing](https://www.ucl.ac.uk/students/student-support-and-wellbeing) and [Doctoral School](http://www.grad.ucl.ac.uk/support-and-advice/))?

**Training plans**

All research students greatly benefit from UCL’s extensive skills training programme, focussed on both research and transferrable skills. Both the supervisor and student should fully understand this aspect of the research degree and its influences over student careers.

* Focussing on the Doctoral School Skills [training programmes](https://doctoral-skills.ucl.ac.uk/), discuss initial training expectations and needs. This should include:
  + Essential Research skills training (eg. statistics and research integrity)
  + Tailored, transferrable skills training that mould to the individual student’s career aspirations
  + Look at the Vitae Research Develop Framework (see below) for ideas

**Research Culture, integrity and further professional development**

* Research students are expected to attend seminars in their broader research field, both locally and across UCL; discuss the benefits of such seminars
* Research students should be encouraged to engage with networking opportunities with fellow students, in seminars or journal clubs, at student events and societies
* Networking nationally and internationally - students are fully expected to attend at least one national and international conference during their research degree. Discuss these opportunities
* Discuss access to careers advice locally, at Faculty level and though [*UCL Careers*](https://www.ucl.ac.uk/careers)
* Research integrity is at the heart of UCL research culture. PhD students need to be aware of what this means for them.

**Timeline.** Discuss the time-frame of the whole project: How long is the data gathering? When should thesis writing start? When should submission and the viva ideally take place?

**Teaching opportunities.** Will the student be offered any teaching opportunities during their degree?What training is provided through [ARENA](https://www.ucl.ac.uk/teaching-learning/ucl-arena)?

Below is the Vitae [**Researcher Development Framework**](https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view) **and** training Structure, upon which the Doctoral School trainign programme it based:



**MPhil to PhD Transfer Guidelines for Students**

1. Check UCL guidelines. <https://www.ucl.ac.uk/students/sites/students/files/mphil_phd_upgrade_guidelines.pdf>
2. Transfer between 9-18 months of M.Phil. registration for full-time students and 15-24 months for part-time students. A date at 12 months will be given to the student at the start of their course and will only be modified if the supervisor sends a case explaining the reason for delay.
3. A maximum 6 sides of A4 size progress report in electronic copy, on your project in consultation with both supervisors, submitted to the Teaching Administrator.
4. Report Format: see guidelines below.
5. The supervisor must confirm a slot for the student to present their work (including future work) to the Division at the monthly Divisional academic meetings consisting of staff and students. Presentation time of 15 minutes, plus questions. The viva will follow after all student presentations are made.
6. The Upgrade Panel should be made up of a minimum of two members of academic staff, one of whom should be the student’s Subsidiary Supervisor who normally chairs the Upgrade Panel. At least one examiner must be external to the project. The primary supervisor must confirm the name of the examiners with the Teaching Administrator.
7. It is important that the Graduate Tutor sees your Research Log book completed and updated (electronic) signed by you and your supervisors at formal meetings.
8. A written report from the Primary Supervisor on the student’s work must be submitted in advance of the upgrade viva to the Upgrade Panel and the Student.
9. It is **mandatory** that your Secondary Supervisor (as chair) and External Examiner attend both your Presentation and Viva.

**Report Format:**

Your report should include the following:

Short introduction; Testable hypothesis, Aims and objectives, measurable outcomes, Results in brief, Statistical analysis and Future work plan as agreed with your supervisor/s, References.

Margins need to be set to minimum 1 cm top, bottom, left and right. Font needs to be 12pt. Arial / Times Roman. Line spacing of 1.

Note: you can include tables, graphs, histograms and pictures but the maximum limit of six sides of A4 still applies.

The progress report needs to be submitted 1 month before your upgrade date to the Teaching Administrator.

**Contact Details:**

If you have any queries regarding the MPhil to PhD transfer please call the Graduate Tutor or make an appointment to visit.

Umber Cheema

[u.cheema@ucl.ac.uk](mailto:u.cheema@ucl.ac.uk)

Casper Debieux

DSIS.PGR@ucl.ac.uk

**MS PGR Student Module Attendance**

Dear PGR students, Supervisors and Programme Leaders

The below initiative that has been put in place to facilitate our PGR students attending Faculty of Medical Sciences modules where this would provide knowledge and skills to help them with their studies.

Under this arrangement, the PGR students would not be formally registered on the module and they would not take the associated assessments.

This information is also available on the FMS Education (new) Moodle site under the [Research Degrees tab](https://moodle-1819.ucl.ac.uk/course/view.php?id=12239&section=35).

**PGR Student Module Attendance**

Guidance Notes:

PGR students in the Faculty of Medical Sciences can, by agreement with the module lead and their supervisor, attend modules on PGT programmes offered by the Faculty, where this will help to enhance their studies.

For modules involving practical or clinical activity, PGR students will be able to attend the teaching activities, but it is not possible for them to be involved in the treatment of patients and unlikely that they will be allowed to take part in clinical skills training or laboratory practicals where these form part of the module.

No involvement in clinical skills training sessions will be feasible for modules offered by the UCL Eastman Dental Institute.

Students will acquire 4 doctoral training points for each PGT module attended. Points should be added to their training record (eLog).  Where portions of the module cannot be attended by the student, e.g., the module includes practicals or clinical sessions, the training points acquired should be proportioned accordingly, e.g. if 25% of the module is not attended, 3 points out of 4 should be recorded.

Available space on modules is limited, and therefore students must only apply for modules they are confident of being able to attend.

The PGR student will not be formally registered on the module and they will not complete the associated assessments.

**Process:**

Students must complete the PGT Module Attendance Agreement Form to request and record approval to complete a PGT module or sub-section of a module.

A separate form should be completed for each module.

Approval from both the student's supervisor and the module lead must be in place prior to the start of the module/teaching.

A copy of the signed form should be returned to the student, the module administrator and Faculty ([s.beesley@ucl.ac.uk](mailto:s.beesley@ucl.ac.uk)).

**Modules:**

[Search for modules via the List of postgraduate taught programmes within the Faculty of Medical Sciences](https://www.ucl.ac.uk/medical-sciences/postgraduate-taught-programmes-1)

The Evidence-based Healthcare MSc and its modules\* are not open to PGR students to attend.

\* Evidence-Based Healthcare modules:

SURG0097

SURG0098

SURG0099

SURG0100

SURG0101

SURG0061

SURG0104

SURG0128

If there are queries regarding this process, please contact: Dr Jill Norman, FMS Graduate Tutor, Research ([j.norman@ucl.ac.uk](mailto:j.norman@ucl.ac.uk)).

**Faculty of Medical Sciences**

**PGT Module Attendance Agreement**

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| **Guidance Notes:**   * This form should be used by PGR students to request approval from the module lead and their supervisor to attend a PGT module or sub-section thereof. * A separate form should be completed for each module. * **The student will not be formally registered on the module and will not complete the associated assessments.** * For modules involving practical or clinical activity, PGR students will be able to attend the teaching activities, but it is not possible for them to be involved in the treatment of patients and unlikely that they will be allowed to take part in clinical skills training or laboratory practicals where these form part of the module. * No involvement in clinical skills training sessions will be feasible for modules offered by the UCL Eastman Dental Institute. * Students will acquire 4 doctoral training points for each PGT module attended. (Where portions of the module cannot be attended by the student, e.g., the module includes practicals or clinical sessions, the training points acquired should be proportioned accordingly, e.g. if 25% of the module is not attended, 3 points out of 4 should be recorded) * Approval should be in place prior to the start of the module/teaching. * Once Section 1, 2 and 3 are complete, the student should email the form to the relevant Programme or Module Leader. * Once Section 4 is complete, the Programme or Module Leader should email the form back to the student. The email should be copied to Susan Beesley (s.beesley@ucl.ac.uk) for Faculty records and to the Module Administrator for their information. * If there are queries regarding this process, please contact: Dr Jill Norman, FMS Graduate Tutor, Research ([j.norman@ucl.ac.uk](mailto:j.norman@ucl.ac.uk)). |

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| **Section 1: STUDENT DETAILS** | |
| **Name of Student:** Click here to enter text.  **Student Number:** Click here to enter text.  **Research Department:** Click here to enter text.  **Division/Institute:** Choose an item. | **Signature:**  **Date:** Click or tap to enter a date. |
| **Section 2: MODULE DETAILS**  <https://www.ucl.ac.uk/medical-sciences/postgraduate-taught-programmes-1> | |
| **Name of PGT programme:** Click here to enter text. | |
| **Module title:** Click here to enter text.  **Module code:** Click here to enter text. | |
| **Module start date:** Click or tap to enter a date.  **Module end date:** Click or tap to enter a date. | |
| **Any other relevant information** (e.g., I only wish to attend the teaching on a particular subject):  Click here to enter text. | |
| **Provide a brief explanation as to how attending this module/teaching will help you with your PGR studies:**  Click here to enter text. | |
| **Section 3: SUPERVISOR APPROVAL** | |
| **As the student’s Primary Supervisor, I confirm agreement for them to attend the module/teaching indicated above.**  **Name:** Click here to enter text.  **Signature:**       **Date:** Click or tap to enter a date. | |

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| **Section 4: REQUEST RESPONSE**  **To be completed by Programme or Module Leader** |
| **I confirm agreement for the student to attend the module/teaching indicated above.**  **The student should note the following information about the module/teaching:**  Click here to enter text. |
| **We are unable to accommodate the student on this module/teaching on this occasion for the following reason(s):**  Click here to enter text. |
| **Name:** Click here to enter text.  **Signature:**       **Date:** Click or tap to enter a date. |