



# Academic Regulations for Students Professional Doctorates 2013-2014 Academic Session

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institutions are expected to attend an a] ] ! [ ] ! ãe^ÁWÔŠÁ~ ] ^!çã [ !qÁ workshop.

## **Links for Introduction**

All links go to the UCL website, unless stated otherwise:

[UCL Human Resources, PhD Student Supervision Eligibility](#)

[UCL Code of Practice for Graduate Research Degrees \(PDF\)](#)

# **1. Admission to professional doctorate programmes**

## **1.1 Standard Qualifications for Admission**

The normal minimum entrance qualification for registration for professional doctorate programmes is:

- i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or:
- ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or:
- iii) A Master's degree from a UK university in a subject appropriate to the programme to be followed; or
- iv) A professional or other qualification obtained by written examinations and approved by UCL as an appropriate entrance qualification for the degree in question.

### **Further guidance on standard qualifications for admission**

- i) Specific qualifying criteria and additional requirements (such as relevant work experience) may also be required for applicants to individual programmes.

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- ii) Students applying for entry to professional doctorate programmes should refer to relevant literature provided by individual programmes.
- iii) For programmes where students may potentially come into unsupervised contact with children and/or vulnerable adults, the programme will seek an enhanced disclosure certificate from the Disclosure and Barring Service.
- iv) In addition to





## 2. Registration and course of study

### 2.1 Application and Initial Registration

An applicant will be registered initially at the level of degree specified by the professional doctorate programme.

- i) Applicants should consult relevant literature provided by individual programmes for information about application procedures.
- ii) An applicant for registration is required to produce for inspection by UCL the original documentary evidence of their qualifications either before or at registration, i.e. the original diploma or certificate of the awarding body.

### 2.2 Course of Study general

- i) All students undertaking professional doctorates are required to pursue a course of study prescribed by UCL.
- ii) Programmes of study will require the completion of a specified number of taught components and (where applicable) practicum assignments, in addition to a research thesis, and may require attendance at lectures.
- iii) Continued satisfactory progress as determined by UCL.

#### Further guidance on general courses of study

- i) Students should refer to individual programme regulations for details of course of study and the requirements for progression between each year of the programme.
- ii) Where an appropriate Masters level exit award is specified in individual programme regulations, a student who has passed the taught (and where applicable) practicum elements in any academic year, but is deemed unable to progress to the subsequent year, may be eligible for award of the Masters qualification. This could apply both to students who have not met the criteria for progression, and to those who have met the progression criteria but who are unable to continue for financial or any other reasons.
- iii) It will be the responsibility of the Board of Examiners to decide on eligibility for award of the Masters qualification.

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## **2.3 Attendance requirements**

- i) A programme must be pursued continuously except by special permission of UCL.
- ii) Students must be in a position to meet all the requirements determined for their studies.

### **Further guidance on attendance requirements**

- i) Students, whether full-time or part-time, are expected to centre their academic studies on UCL.
- ii) Students should reside within a distance that enables them to attend personally for studies and meetings as required by their supervisors.
- iii) Students must obtain approval before they leave to collect or study material remote from UCL or work in remote facilities.

## **2.4 Duration of a programme of study**

- i) The length of full-time professional doctorate programmes is normally 3 years full time.
- ii) Students may not interrupt their period of registration without prior permission from UCL.
- iii) Unless prior exemption from a part of the programme has been agreed, students must be registered for the duration of the programme before they will be eligible to adopt Completing Research Status.

### **Further guidance on the duration of a programme of study**

- i) Students should refer to individual programme regulations for details of the duration of study and of any arrangements for part-time study.
- ii) The minimum registration period for Professional Research Doctorates or Continuing Professional Development (CPD) Doctorates for holders of Masters professional qualifications in the same area of professional practice is two years full time or four years part time.
- iii) **Interruption of Study:** Interruption of Study may be granted by the UCL Director of Student Administration, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one calendar year and any further period of interruption of study will be considered one year at a time.

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- iv) UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not be considered grounds for interruption of studies. Students and staff should refer to Information on Interruption of Study for further guidance. (See link at the end of this section.)
- v) Interruption of Study for a period in excess of two calendar years may be granted by the Chair of the Research Degrees Committee subject to the following conditions:
  - a) The period requested will be considered on an annual basis and will not exceed five calendar years from the date when the period of interruption starts.
  - b) The date when the submission of the thesis is due following resumption of study falls within ten years of the date of original registration.
  - c) Written assurances, with supporting documentation, from the Supervisor and/or the Head of Department/Division that the research

**Further guidance on UK/EU/EEA-based students**

- i) In the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK.
- ii) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
- iii) An original birth certificate, adoption certificate or certificate of naturalisation.
- iv)

### **3. Structure of a professional doctorate**

#### **3.1 Programme structure**

- i) The structure of a professional doctorate will normally contain the following programme components:
  - a) A taught component
  - b) A research component
  - c) Practicum assignments and assessments
- ii) Each element of the programme will be assessed separately and the student will be expected to build a satisfactory portfolio of passed assessments which will be examined both during the programme and at its conclusion.
- iii) In order to be awarded a professional doctorate, students must demonstrate satisfactory attendance and performance in each component.

#### **Further guidance on programme structure**

- i) Satisfactory performance in each component of the professional doctorate is described in the regulations provided by their Department/Division which specifies the minimum requirements to qualify for the award associated with their programme of study.
- ii) In all cases assessment will include a thesis describing an original piece of research completed to doctoral standards.
- iii) Individual programmes will specify the range of further assessments, which may include unseen examinations, observed performance in practicum assignments and coursework related to the assessment of the practicum.
- iv) Oral examinations will consider the student portfolio, including the outcomes of practicum assignments and assessments and related coursework, and the research dissertation.



## **5.1 Submission of Student Summative Assessed Academic Work and Anonymity**

- i) With the exception of the circumstances set out in item iv) below, unseen summative written examinations must be assessed anonymously against an anonymous identifier such as candidate numbers or SRN.
- ii) A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
- iii) Once marks have been finalized for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.
- iv) Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations / research theses and group work etc.
- v) Anonymity is not required for an element of summative assessment that constitutes 40% or less of a module.
- vi) Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

### **Further guidance on Submission of Student Summative Assessed Academic Work and Anonymity**

- i) In this context a coursework element is either part of or the entire coursework component for a taught module. For example, one essay weighed at 40% of a taught module is one element and therefore makes up the entire 40% coursework component for that module, the remainder being other component(s) weighted at 60%. However, as another example, 10 individual weekly problem sheets weighted at 40% of a taught module are 10 elements of the 40% coursework component of that module the remainder being other component(s) weighted at 60%.
- ii) Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.

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## **5.7 Re-Entry to Examinations or Other Form of Assessment**

- i) Students who obtain a mark below the condoned mark range will be required to re-enter that examination at the next normal occasion.
- ii)



- ii) If submitted work is subsequently found to have an inaccurately stated word count it will be failed. At the discretion of individual programmes the student may be permitted to re-present the coursework in a revised form that meets the prescribed word count.

## 5.13 Approved Format for Examinations

### 5.13.1 Assessment General

- i) Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a
- ii) **Summative assessment** provides a clear statement of achievement or The outcome of summative assessment is used to classify a degree award and is recorded on student transcripts.
- iii) **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning outcomes for specified course units and modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.
- iv) Permitted forms of summative academic assessment are set out in WOSq Á Assessment Strategy. x8C4(trat)5(e)--3(t)8( t01 0 0 1-5(re o)3(f 25 Tm[ ])3(rsew)11(o)-3(r



#### **5.13.4 Examination of Practicum Assignment and Practicum Assessments**

- i) The practicum assignment will be assessed by criteria published by the Department/Division at least once a year, and must be passed according to written criteria published by the programme.
- ii) Attendance requirements for professional doctorate programmes must be met in order to allow entry into the examination.
- iii) The evaluation is based on observation of the performance of the student on the practicum assignment by either a member of the programme staff and/or a member of the profession formally recognized and designated by the programme as possessing the appropriate qualifications for examining the student.
- iv) Failure of the practicum assignment will normally lead to failure of the course, but at its discretion the Board can permit students to re-take the relevant assignment. There will only be one opportunity to retake an assignment.
- v) If students are deemed not to be meeting criteria, they need to be informed that this is the case. If their performance continues to be unsatisfactory they may be required to attend an oral examination.
- vi) Students may appeal against failure of the practicum component.

#### Further guidance on Examination of Practicum Assignment and Practicum Assessments

- i) The frequency of assessment of the practicum assignment will be specified in the regulations of individual programmes.
- ii) The person examining the practicum component will normally be specified before the student is sent on the practicum assignment.
- iii) The criteria for satisfactory performance in a practicum assignment will be specified by the programme and made available both to students and assessors of the practicum.
- iv) If a student fails the practicum assignment, they will be considered by the Board of Examiners of the programme.

#### **5.14 Student Examination Conduct**

The conduct of examinations will follow UCL norms as set out in Section 3 of Academic Regulations for Students: Taught Postgraduate Programmes. (See link at the end of this section.)

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## **5.20 Provision of Degree Certificate**

A UCL degree certificate will be sent to each successful student who is awarded a degree.

Students should ensure that their contact address is kept up to date, via Portico, as this address will be used for the despatch of certificates. For students gaining a UCL award, certificates are despatched by the Examinations Section, Student and Registry Services, within approximately three months of the date of award.

## **5.21 Students with an Outstanding Debt to UCL**

All students who will, if successful in their examinations, qualify for the award of a degree, should note that UCL will withhold the award in the case of any student who is in debt to UCL.

- i) Students should note that debt to UCL includes any payment due, including Tuition and Examination Fees, Fees for UCL Residential Accommodation and Fees to the UCL Library. (See links at the end of this section.)
- ii) [Debt to UCL](#)



appointment approved by the Faculty Graduate Tutor on behalf of the Faculty Postgraduate Teaching Committee.

- ii) Individual programmes will appoint a Subsidiary Supervisor to each student work, to be present at, at least, annual supervisory meetings, to provide for continuity of supervision in the event of the absence or departure of the Principal Supervisor and (where the Principal Supervisor considers it desirable) to contribute a second opinion or additional areas of expertise. Their appointment will be approved by the Departmental/Divisional Graduate Tutor.
- iii) The oversight associated with the role of Subsidiary Supervisor can be carried out by a named individual acting on behalf of the programme, whose function will be to monitor the quality of supervision and the consistency and continuity of supervision offered by the Principal Supervisor, and to take action to remedy any concerns in these areas. This person should satisfy the eligibility requirements for the Principal Supervisor, but will not be subject to any limits in the number of students to whom they are allocated. This arrangement will be approved by the Departmental/Divisional Graduate Tutor.
- iv) Students should refer to individual programme documentation for details of supervisory arrangements.
- v) Honorary members of academic staff may be appointed as Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Departmental/Divisional postgraduate committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research expertise (e.g. publications, grant income and professional experience). Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in 6.2.
- vi) Retired members of staff shall not be appointed as Supervisors except by the specific agreement of the Faculty Graduate Tutor. Supervisors who retire from UCL after appointment shall be permitted to act as Supervisors to their current research students until such students submit their theses for examination.
- vii) Supervisors can be appointed from institutions with an approved agreement with UCL, e.g. Cancer Research UK (CRUK). Principal and Subsidiary Supervisors must have the status of honorary members of UCL academic staff. In all circumstances UCL has an expectation that these Supervisors will undertake their role in accordance with the Graduate School's Code of Practice for Graduate Research Degrees (see below) and within the

- viii) More information on the role of the Supervisor is available in the Code of Practice for Graduate Research Degrees. (See link at the end of this section.)

## **6.2 Supervisors: Eligibility**

### **Principal Supervisor**

UCL determines the eligibility of academic staff to supervise research degree students using the following criteria:

- i) Have expertise in the area of the proposed research.
- ii) Have had previous experience of at least one successful supervision of the research component of a professional doctorate *or* previous experience of at least one successful supervision at doctoral level (in both cases defined as having taken a student all the way through to the award of a research degree).
- iii) In order for a probationary member of academic staff to be appointed as Principal Supervisor, supervision must be undertaken with support from an experienced supervisory team comprising at least one member with experience of at least two successful supervisions.

A Subsidiary Supervisor should normally:

- i) Have academic or professional expertise relevant to the area of proposed research.
- ii) Be familiar with the standards required for the research component of the professional doctorate.

## **6.3 Number of Students per Supervisor**

A supervisor, whether Principal or Subsidiary, may supervise up to the equivalent of 6 full-time doctoral students at any one time.

Calculating the number of full-time supervisees is based on the formula that each professional doctorate student is equivalent to 0.75 of a PhD student.

- i) The maximum number of supervisees, whether full- or part-time, that may be supervised by an individual as either Principal or Subsidiary Supervisor will be 6, using the following formula. For Principal Supervisors:

- a) 1 full-time professional doctorate student = 0.75
- b) 1 part-time professional doctorate student = 0.4
- c) 1 full-time PhD student = 1.0
- d) 1 part-time PhD student = 0.5

For Subsidiary Supervisors:

- a) 1 full-time professional doctorate student = 0.4
  - b) 1 part-time student = 0.2
  - c) 1 full-time PhD student = 0.5
  - d) 1 part-time PhD student = 0.25
- ii) For example, an individual may act as Principal Supervisor to four full-time professional doctorate students (equivalent to three full-time PhD students) and one full-time PhD student, while also acting as Subsidiary Supervisor for two full-time PhD students (equivalent to 1.0 full-time PhD student). This is the equivalent of supervising 5 full-time PhD students and is within the overall limit of 6 doctoral students at any one time.
- iii) Departments/Divisions may wish to recommend an upper limit on the number of students supervised by a single member of staff that is lower than that set out above.

## **6.4 Declaration of Personal Interest**

All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising.

- i) A Supervisor who declares such a personal relationship prior to appointment as S.89 504emMrs 2(la)-3(i1tr-3(m)-i 0 9u)-5(d)6(e)-3(n)-Fa2BT1 0 n(p)-3(3

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- iii) The role of Principal Supervisor (including responsibility for all decisions pass to the Subsidiary Supervisor or the other supervisor nominated by the Department/Division.
- iv) A supervisor who declares such a relationship after having been appointed as Subsidiary Supervisor for the student in question, subject to the

Students should include in the thesis submission form a signed declaration that the work presented is their own. This may be inserted between the title page and the contents page of the thesis in the following terms:

~~I hereby confirm that the work presented in this thesis is my own. Where information has been derived from other sources, I confirm that this has~~

## **7.2 Requirements of the Research Thesis**

A thesis for the award of a professional doctorate shall be examined in accordance with the criteria prescribed by UCL and the thesis shall demonstrate that it:

- i) Is genuinely the work of the student.
- ii) Shows a student's capacity to pursue original research in the field of study based on a good understanding of the research techniques and concepts appropriate to the discipline.
- iii) Embodies the results of research which may reasonably be expected of a student after the period under research supervision, formulated and carried out by the student in consultation with the Supervisors.
- iv) Consists of a student's own account of their investigations, the greater proportion of which shall have been undertaken during the period under ~~research supervision for the degree.~~
- v) Represents a distinct and significant

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examine the thesis, but to which they may refer if they wish. Examiners are not required to read beyond the maximum word limit.

- iv) Students should refer to the specific programme regulations for their thesis word lengths and other elements of their programmes that are examined as part of the doctorate.

## **7.5 Format of a thesis**

The thesis should be submitted in the format determined by the home Department/Division of the programme at the time of submission.

- i) Further information and guidance on the format and presentation of theses is available from the individual programme literature.
- ii)

## **8. Examination Entry**

### **8.1 Thesis submission form**





external students cannot be referred to an External Examiner from the same institution.

#### **9.4 The Criteria for the appointment of External Examiners**

- i) An External Examiner is normally expected to be a member of staff in the same discipline as the professional doctorate in another UK university. Where they are not current members of the academic staff they should have experience of professional training and be senior members of the profession. They should also be competent in assessing students' knowledge and skills at higher education level, expert in the field of study concerned and have appropriate academic or professional experience and authority.
- ii) In order to have sufficient time for the proper performance of their function, External Examiners are normally not expected to hold more than the equivalent of two substantive external examinerhips at the same time.
- iii) An External Examiner shall not normally be appointed from a Department/Division in which a member of UCL staff is serving as an examiner, although exceptions may on occasions be unavoidable, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
- iv) External Examiners shall be asked at the time of appointment or continuation in appointment to declare any interest in or connection with any student on the programme for which they are acting as examiner whether that interest or connection is personal or professional. If such an interest or connection exists, the examiner in question should not normally be appointed.
- v) After serving for a period of four consecutive years (or five years if an extension to service was approved), an examiner is not eligible for re-appointment for a period of two further years. The period of service is defined as the period of service as an External Examiner at UCL and not as the period of service as External Examiner to a particular Board of Examiners.
- vi) After serving for a period of not more than four normally consecutive years, or, in exceptional circumstances, for such limited extension of this period as the UCL Board of Examiners may determine, the examiner shall not be eligible for re-appointment to any External Examiner appointment for a professional doctorate at UCL (including an External Examiner appointment at UCL in a related subject area) until after a lapse of two further years. The period of service shall be defined as the period of service as an External

Examiner at UCL, not as the period of service as External Examiner to a particular Board of Examiners.

## **9.5 Additional Criteria for the Appointment of Examiners for the Thesis Component**

The thesis submitted as part of the professional doctorate will be examined by at least two examiners. One of these will be an External Examiner appointed in accordance with the procedure identified at 9.1, and the other shall be a member of the academic staff of UCL.

### **Further guidance on additional criteria for appointing examiners**

- i) For each student, two Faculty approved examiners shall be appointed by the appropriate postgraduate Departmental/Divisional committee.
- ii) It is expected that External Examiners for each thesis will normally be selected for their specialist knowledge of the field rather than knowledge of the precise area of research study.
- iii) Nominated examiners should not have acted as either a Principal or Subsidiary Supervisor of the thesis to be examined, nor have been involved in any collaborative academic or professional work with the student on the project to be examined. In addition, examiners should not be nominated if there is a close personal relationship between themselves and either the student or supervisors, or if there is an apparent conflict of interest of any kind.
- iv) Reciprocal examination arrangements are not permitted: staff from equivalent programmes should not be appointed as External Examiners if a member of staff in the home Department/Division is currently serving as an External Examiner in that programme. However exceptions may on occasion be unavoidable, for example, in the case of subjects taught only in a very small number of institutions or subjects with an unusually high number of specialisms.
- v) Examiners will not normally examine more than 5 theses in a single cohort.



separate report. Such comments should not be concerned with the performance of the student but may cover matters which they wish to draw to the attention of UCL.

- iii) All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by UCL, have been removed.
- iv) The Supervisor does not have the right to participate in discussion of students at the Board of Examiners but may contribute if invited to do so by the examiners.

### **10.3 Outcomes of the Oral Examination**

- i) Students must submit a thesis and any other aspects of the portfolio requested by the examiners and be examined orally.
- ii) The following options are open to examiners in determining the result of an examination:
  - a) If the thesis fulfils the criteria (set out in 7.2) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has passed the research component of the award.
  - b) If the thesis otherwise satisfies the criteria (set out in 7.2) but requires minor amendments and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within a maximum of one month, amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
  - c) If the thesis otherwise satisfies the criteria set out above, but requires stipulated amendments and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within a maximum of three months, amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
  - d) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within a maximum of 12 months. The examiners may at their discretion exempt from a further

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Information about Procedures for Investigating and Resolving  
Misconduct in Academic Research is available. (See link at the

**Open to a Department/Division**

dealt with by the

- i)
- ii) A first instance of plagiarism in the early stages of the programme of study.

The following instances of research misconduct may be dealt with by the  
Department/Division concerned:

- i) A first instance of plagiarism in the early stages of the programme of study (prior to the end of the first year of study), including suspected collusion but not including suspected collusion without that student's knowledge and consent.
- ii) A first instance of plagiarism (including suspected collusion but not including suspected collusion without that student's knowledge and consent) in the later stages of the programme of study in which no more than 30% (approximately one-third) of the work can be demonstrated to have been copied from other sources (including data, statistics, other research findings, etc.).

misrepresentation of results in the early stages of the programme of study (prior to the end of the first year of study).

misrepresentation of results in the later stages of the programme of study (including suspected collusion but not including suspected collusion without that student's knowledge and consent) in the later stages of the programme of study in which no more than 30% (approximately one-third) of the work can be demonstrated to have been copied from other sources (including data, statistics, other research findings, etc.).

- iv) Any instance of piracy or fraud.
- v) Any instance of any kind of research misconduct which appears in published work.
- vi) Submission of a thesis for examination by a student when an allegation of research misconduct has been made.

The following instances of research misconduct must be referred for action by UCL:

- i) Any instance of plagiarism (including suspected collusion) other than a first instance falling under 10.5.1 above in which approximately 30% of the work can be demonstrated to have been plagiarised or, in the case of plagiarised data, statistics etc it can be demonstrated that they are the main findings or among the main findings on which the argument of the thesis rests.
- ii) Any repeated instance of plagiarism after a warning has been given, whether or not it exceeds 30%, or involves data, statistics etc which are not among the main findings on which the argument of the thesis rests.
- iii) Any instance of research misconduct which appears in published work, whether or not the work appears before or after the submission of a thesis for examination by a student when an allegation of research misconduct has been made.
- iv) Any instance of misrepresentation other than a first instance falling under 10.5.2 (iii) or (iv).
- v) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the submission of a thesis for examination by a student when an allegation of research misconduct has been made.
- vi) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the submission of a thesis for examination by a student when an allegation of research misconduct has been made.

## **Links for Section 10**

All links go to the UCL website, unless stated otherwise:

[UCL Student Grievance Procedure](#)

[UCL Procedure for investigating and resolving allegations of misconduct in academic research \(PDF\)](#)

# **11. Completing research status**

## **11.1 Completing research status**

- i) Where permitted by individual programmes all students who have completed their approved period of registration may register as CRS students while they write up their theses or complete outstanding practicum requirements. Transfer to CRS status is only permitted with the approval of the programme or appropriate departmental authority.
- ii) CRS is permitted for a maximum period of one calendar year (full-time) or two calendar years (part-time). CRS registration cannot be interrupted; a

- ii) DEdPsy Educational Psychology
- iii) DPsychotherapy Child and Adolescent Psychoanalytic Psychotherapy
- iv) Doctorate in Clinical Communication Science (previously Doctor in Speech and Language Therapy)

**Completing research statuses is not permitted for the following programmes:**

- i) DDent Paediatric Dentistry
- ii) DEdPsy Educational and Child Psychology
- iii) Doctorate in Orthopaedics Trauma and Orthopaedics

## **11.2 Completing Research Student Status (CRS): Entitlements**

During the period of CRS students are entitled to have one draft of all or any part of his/her thesis read and commented upon by his/her Principal Supervisor and/or Subsidiary Supervisor before submission, with a similar level of oversight in relation to

### 11.3 Submission of Thesis and/or Evidence of Completion of Outstanding Practicum Assignments

- i) Students must submit their thesis and/or submit documentation evidencing completion of practicum assignments for examination before the end of his/her CRS period.
- ii) Students will remain registered after the submission of his or her thesis and/or documentation evidencing completion of practicum assignments until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

### 11.4 Extensions to the Completing Research Period

Students, who cannot submit a thesis for examination and/or complete outstanding practicum assignments before the end of CRS due to circumstances outside the student's control, may apply for an extension. The maximum period of extension is one year, full-time and two years, part-time.

- i) An extension may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or other exceptional circumstances.
- ii) Work commitments or any duties carried out for a Department/Division are not considered grounds for extension: submission of a thesis is expected to be a priority.
- iii) Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but Departments/Divisions are expected to make arrangements for alternative supervision under such circumstances.
- iv) The Application for extensions to CRS form is available on the UCL webpage about changing registration status. (See link at the end of this section.)

### 11.5 Submission of Thesis and/or Documentation Relating to Outstanding Assignments After the End of CRS

- i) Students who submit after the end of their CRS registration will require permission to do so; this must be granted by the relevant Departmental/Divisional authority. If granted, the student will be permitted to

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[UCL Late submission fees for research students](#)

## **12. Graduation Ceremonies**

### **12.1 Graduation Ceremonies**

UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications. (See link at the end of this section.)

### **12.2 Academic Robes**

It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL. (See link at the end of this section.)

### **Links for Section 12**

All links go to the UCL website, unless stated otherwise:

[UCL Graduation Ceremonies](#)

[UCL Graduation Robes](#)

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