

1.1

	<b>Course of Study – general</b>	<b>10</b>
<b>2.3</b>	<b>Attendance requirements</b>	<b>10</b>
<b>2.4</b>	<b>Duration of a programme of study</b>	<b>11</b>
<b>2.5</b>		
<b>2.8</b>	<b>Students Who Require a Visa to Study in the UK</b>	<b>13</b>
<b>2.9</b>	<b>Dual Registration</b>	<b>13</b>
<b>3.</b>	<b>Str</b>	





**UCL Student and Registry Services Division**  
Academic Services Department

A Principal Supervisor should normally:

- i) have satisfactorily completed any probationary period attached to his/her appointment;
- ii) have expertise in the area of the proposed research;
- ii) have had previous experience of at least one successful PhD, EngD, MD(Res) or MRes supervision, as appropriate, within a supervisory team (defined as having taken a student all the way through to a research degree award)

Subsidiary Supervisor should normally:

- i) have expertise relevant to the area of proposed research;
- ii) be familiar with the standards required for MPhil/PhD/EngD/MD(Res)/MRes research.

In the case of EngD programmes, the Industrial Supervisor must also satisfy the requirements laid down above for the Subsidiary Supervisor.

A probationary member of academic staff may be appointed as Principal Supervisor, if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.

A Research Associate may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:

- i) have a research contract lasting at least 3 years from the time the supervised student commences his/her programme of study;
- ii) be able to provide evidence of good quality publications for which they have had a substantial degree of responsibility.

### **Further guidance on the eligibility of supervisors**

- i) Principal supervisors who are probationary members of staff must also have participated in an appropriate UCL supervisor's workshop.
- ii) Supervisors who have completed a probationary period but have not previously supervised a research student should also meet the requirements outlined above. New senior members of academic staff with experience of MPhil/PhD/EngD/MD(Res)/MRes supervision at other institutions are expected to attend an appropriate UCL supervisor's workshop.

Back to: [table of contents](#)

## **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.
- 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.

Back to: [table of contents](#)







- b) An appropriate proposal for training which identifies a topic for the thesis, linked to the candidates current occupational responsibilities as an applied psychologist.
  
- v) **DPsychotherapy Child and Adolescent Psychoanalytic Psychotherapy:**  
The minimum entrance qualification for registration for the degree is a Masters degree in psychoanalytic developmental psychology or an equivalent postgraduate qualification. Candidates will normally be required to have gained at least one year's experience of working with children within educational, mental health or community settings. In exceptional circumstances (and subject to the approval of the authorities of UCL), consideration may be given to those without such relevant work experience.
  
- vi) **Doctorate in Clinical Communication Science:** The normal minimum entrance qualification for registration for the degree of Doctor in Clinical Communication Science is a qualification as a speech and language therapist, usually at Masters level, although in exceptional circumstances applicants with a BSc and evidence of research publications would be considered. In addition candidates should normally have at least 5 years post-qualification practice.
  
- vii)

- 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) A student's registration on a programme will be dependent upon their 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.

## **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.

Back to: [table of contents](#)



- 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 will still be valid are provided.

## **2.5 Change of Degree Programme within or between departments, divisions or faculties**

For professional doctorate students, transfers between degree programmes are not normally permitted, except where procedures for transfer are explicitly described in individual programme regulations.

## **2.6 Proof of Identity**

All students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment cannot occur.

## **2.7 UK/EU/EEA-Based Students**

UK/EU/EEA Based Students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

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

- i) UCL's preferred form of identification is a valid passport. However, 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) No other forms of identification are acceptable.
- v) If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil

**UCL Student and Registry Services Division**  
Academic Services Department

partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

## **2.8 Students Who Require a Visa to Study in the UK**

Under the Points-





**UCL Student and Registry Services Division**  
Academic Services Department

10 elements of the 40% coursework component of that module the



taught module, then the requirements must be set out clearly in the literature given to students.

- ii) Departments/divisions may stipulate a higher minimum requirement than attendance of 70% of the taught if they wish to do so as long as this is communicated to the students.
- iii) Wherever it is practicable for them to do so, departments/divisions must have adequate mechanisms in place for regularly recording attendance at seminars, classes and tutorials, and the submission of required coursework and any other work and for the reporting by individual teachers of any serious deficiencies to the departmental/divisional degree programme tutor (as appropriate), who are the designated departmental/divisional officers with overall responsibility for instigating the barring process.
- iv) Any communications informing students that their performance is currently less than satisfactory, should be sent to the relevant Faculty Tutor / Faculty Graduate Tutor for information (and to the student's home department/division if it is not the department/division responsible for teaching the taught module(s) in question).
- v) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session and certainly no later than half-way through the module(s) in question.
- vi) The Faculty Tutor / Graduate Faculty Tutor (and, where relevant, the student's home department/division) may also decide at this point to interview the student concerned. Details of the procedures departments/divisions need to follow are available. (See link at the end of this section.)

### **5.3 Right of Appeal Against a Decision to Bar a Student from Examinations**

- i) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home Faculty Graduate Tutor or the Dean of Students (Academic), as appropriate (see below), within seven days of the date of notification of the Department/Division's or Faculty's decision.
- ii) The home Faculty Graduate Tutor will deal with any appeal there may be against a Departmental/Divisional decision where progression is not at stake within five working days of receipt of the written appeal.
- iii) Appeals against a decision by the Faculty Graduate Tutor which results in non-

**UCL Student and Registry Services Division**  
Academic Services Department

(Academic) for students from the Dean of Students (Academic)'s own Faculty) within 5 working days of receipt of the written appeal.

**Further guidance on the right appeal against decisions to bar students from examinations**

- i) Students who are not satisfied with the outcome of their appeal may go through UCL's Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question.
- ii) Further information about UCL's Student Grievance Procedure is available. (See link at the end of this section.)

**5.4 Authorised Absence from Examination**

A student, who is prevented owing to illness or the death of a near relative or other cause judged sufficient by UCL from completing an examination at the normal time, may at the discretion of the examiners either:

- i) Enter the examination in those elements in which they were not examined on the next occasion when the examination is held in order to complete the examination; or:
- ii) Be set a special examination in those elements of the examinations missed as soon as possible and/or be permitted to submit any work prescribed (e.g.

## **5.6 No Attempt or Minimal Attempt of a Paper or Other Form of Assessment**

Students who do not attempt a paper or other form of assessment, or who make an attempt that is academically un-assessable, will be awarded a mark of zero.

## **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) The mark achieved will apply even if this is lower than the original mark.

## **5.8 Number of permitted attempts**

- i) Students who, at their first entry, do not successfully complete an examination may re-enter for the examination or other forms of assessment on one more occasion.
- ii) This does not apply if a student has been awarded a degree, or been excluded from UCL on the grounds of academic insufficiency or as a result of examination misconduct or professional misconduct.

## **5.9 Programme Regulations and Syllabus for Re-entered Examinations**

Students who re-enter for any part of an examination shall be subject to the programme regulations and syllabus current at their first attempt.

This is providing that:

- i) Appropriate examiners for the course are available.
- ii) For students wishing to enter or re-enter examinations after satisfactory completion of the programme of study, such entry or re-entry is made within two calendar years of the completion of the programme of study.
- iii) For students wishing to enter or re-enter examinations following a period of interruption of study, such entry or re-entry is made within two calendar years of the completion of attendance on the course unit.
- iv) Examination according to the method(s) of assessment operating at the time of the original registration for that course does not disadvantage the student.

Back to: [table of contents](#)

**UCL Student and Registry Services Division**  
Academic Services Department

Where one or more of the conditions set out at (i)-(iv) above cannot be met, the following will apply:

- i) The student will be notified in writing of any changes to the method(s) of assessment since the time of their original registration for the course.
- ii) The student must signify in writing that they understand that the method(s) of assessment have changed as notified.

**5.10 Format of the Reassessment**

Students will only re-take failed assessment components unless the regulations for



**UCL Student and Registry Services Division**  
Academic Services Department

- iii) UK Quality Assurance Agency Benchmark Statements (see link at the end of this section)
- iv) The framework for higher education qualifications in England, Wales and Northern Ireland (see link at the end of this section).

**5.13.2 Examination of a Programme**

Students entering an examination must be examined in all parts of the examination









**UCL Student and Registry Services Division**  
Academic Services Department

## **Links for Section 5**

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

[UCL Graduate Admissions Policy](#)



## **6.2 Supervisors: Eligibility**

### **Principal Supervisor**

UCL determines the eligibility of academic staff to supervise research degree



may continue as Subsidiary Supervisor, but shall not be responsible for, or be involved in, any decisions affecting the student's progress and/or assessment.

## **6.5 Transfer of Supervisor to Another Institution**

Where a Principal Supervisor transfers to another institution, students assigned to that Supervisor shall be assigned to another Principal Supervisor.

### **Link for Section 6**

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

## **7. Requirements of the research thesis**

### **7.1 Theses: General**

- i) The greater proportion of the work submitted in a thesis must have been undertaken after the registration of the student for the professional doctorate.
- ii) The work in the thesis submitted by students must be their own work and the submission of a thesis for examination will be regarded as a declaration of that fact.
- iii)



- xii) Shows a student's ability to design and implement an independent research project.

### **Further guidance on requirements of the research thesis**

Supervision of the research component of a professional doctorate normally starts after students have undertaken other elements of the programme, and hence the period of registration is usually longer than the period during which the student is under research supervision. Students and staff should consult individual programme regulations for details of the period of research supervision.

### **7.3 Language of a thesis**

All theses must be written in English and the oral examination must be conducted in English.

### **7.4 Word length of theses**

The maximum word length of professional doctorate theses is 100,000 words, including all component parts, footnotes, tables and figures but excluding bibliography, appendices and supporting data.

- i) The above prescribes the maximum allowable length for the thesis, not necessarily the preferred length. Individual programmes may recommend a shorter length and give specific advice on partitioning the submitted thesis. Students should refer to the regulations for individual programmes for advice on the usual length and specified components of theses in their subject area.
- ii) The signature of the student on the examination entry form to the examination for the specialist doctorate shall be taken as confirmation that the thesis submitted is within the required word limit.
- iii) "Supporting data" refers largely to raw data which is not essential to the argument of the thesis. Appendices are not in the word count and should only include material which examiners are not required to read in order to 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**



**UCL Student and Registry Services Division**  
Academic Services Department

- ii) In making a nomination, the Chair will take account of the appointment criteria specified by UCL Board of Examiners including confirmation of approval of the nomination from UCL Research Degrees Committee and the Faculty Graduate Tutor on behalf of the Faculty Postgraduate Teaching committee.

**Further guidance on the appointment of examiners**

Upon receipt of the confirmation of appointment of the nominated examiner by UCL, the Chair of the Board of Examiners should ensure that the new appointed examiner receives the following, together with any additional information required:

- i) Name of Departmental/Divisional Board contact (e.g. Examinations Liaison Officer).

**UCL Student and Registry Services Division**  
Academic Services Department

ii)

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

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.

## **10. Conduct of the oral examination**

### **10.1 Format of the Oral Examination**

- i) The oral examination will usually consider the student portfolio, including the outcomes of practicum assignments and assessments, related coursework and the research dissertation.
- ii) All oral examinations shall be conducted in the English Language.
- iii) If an oral examination is prescribed for the assessment of an element, all

- ii) The oral examination shall normally be conducted in London.

### **Further guidance on the conduct of the research degree examination**

- i) The examiners shall prepare independent preliminary reports on the thesis to assist in conducting the oral examination. After the examination copies of the preliminary reports together with the final, joint report should be submitted to the Student Centre in the UCL Student and Registry Services. The final report will be released to students. Examiner report forms and procedural information are available from the individual programme.
- ii) Each final, joint report by the examiners shall indicate whether the thesis meets the requirements specified in section 7.2, and shall include a statement on the examiners' judgment of the student's performance. Examiners have the right to make comments in confidence to UCL in a 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 oral examination, on representation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for a maximum of 12 months for re-submission in a revised form, on one occasion only.
- e) The examiners may determine that the student has not satisfied them in the examination and hence has not passed the research component of the award, and is not therefore eligible for the award of a professional doctorate.
- f) The examiners shall not, save in very exceptional circumstances; make any of the above decisions without submitting the student to an oral examination on at least one occasion.
- g) The award of a professional doctorate is conditional upon students passing all specified elements of their programme of study.

**Further guidance on outcomes of the oral examination**

- i) Students should refer to individual programme regulations for guidance on deadlines for resubmission of the thesis, which may be shorter than the maximum periods identified here.
- ii) Some professional doctorate programmes have an exit award other than a professional doctorate. Where this is the case, and examiners consider that a student has not met the requiremen



## **10.4 Appeal against the decision of a board of examiners**

Students cannot contest the decision of a Board of Examiners on academic grounds. Students can only contest the decision of a Board of Examiners on specific grounds as set out in the grievance procedures. (See link at the end of this section.)

## **10.5 Research misconduct: initiation of proceedings**

All cases of suspected research misconduct, including plagiarism, shall be investigated in accordance with the UCL Procedures for Investigating and Resolving Allegations of Misconduct.

- i) Cases of suspected research misconduct shall be investigated by following the procedures outlined in sections 10.5.1 and 10.5.2 below.
- ii) More information about Procedures for Investigating and Resolving Allegations of Misconduct in Academic Research is available. (See link at the end of this section.)

### **10.5.1 Extent of Misconduct: Action Open to a Department/Division**

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.
- ii) A first instance of misrepresentation of results 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 use of a fellow student's or other person's work without that student's knowledge and consent.
- ii) A first instance of plagiarism (including suspected collusion but not including suspected use of a fellow student's or other person's work without that student's knowledge and consent) in the later stages of the programme of study in which no more than 30% (2s4(e)10(nt)2r(or)6.910(d)10

- iii) A first instance of misrepresentation of results in the early stages of the programme of study (in the first year of study).
- iv) A first instance of misrepresentation of results in the later stages of the programme of study which is judged to have been owing to error, misunderstanding or other extenuating circumstances.

### **10.5.2 Extent of misconduct: action open to UCL**

The following instances of research misconduct shall be referred to the UCL Director of Student and Registry Services:

- i) Any instance of plagiarism, except those covered in 10.5.1.
- ii) Any repeated instance of plagiarism.
- iii) Any instance of misrepresentation.
- 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) Suspected use of another student's or person's work without that student's knowledge and consent.
- iv) Any instance of misrepresentation other than a first instance falling under 10.5.2 (iii) or (iv).
- v) Any instance of piracy or fraud, as defined in UCL's procedures.
- vi) Any instance of any kind of research misconduct which appears in published work, whether or not the work appears before or after the examination for the doctorate.

Back to: [table of contents](#)

**UCL Student and Registry Services Division**  
Academic Services Department

- vii) Submission of a thesis after the student has been warned not to submit it because of an allegation of research misconduct.
- viii) Where collusion between two or more students is established, all students concerned should be penalised.

**10.5.3 Research Misconduct Discovered after Successful Completion of Thesis Examination**

UCL has the right to rescind an award if research misconduct is discovered after the examination of a thesis.

**10.5.4 Appeal Against the Action Taken in the Event of Research Misconduct**

Students cannot contest a decision on academic grounds. Students can only contest a decision on specific grounds as set out in the grievance procedures. (See link at the end of this section.)

**Links for Section 10**

**UCL Student and Registry Services Division**  
Academic Services Department

must have been registered for a minimum of one year part-time before

**UCL Student and Registry Services Division**  
Academic Services Department

- iii) CRS students in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a Completing Research Student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's Supervisor and Head of Department/Division.
- iv) The student's Department/Division may, at its discretion, give any other supervisory assistance during the completion period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the Code of Practice for Graduate Research Degrees.

**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

- 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 supported by a student's Supervisor or other Departmental/Divisional authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her Department/Division require this.
- ii) Students who submit the thesis and or documentation relating to outstanding assignments after the end of their CRS period will be liable for a late penalty fee. (See link at the end of this section.)
- iii) Students who do not submit before the end of their CRS registration will cease to be registered as a student at the end of this CRS period. They will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice.

#### **Further guidance on submitting a thesis/work after CRS**

- i) Students who submit after the end of their CRS registration will pay a penalty fee equivalent to the part-time home fee current at the time.
- ii) This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months.
- iii) For late submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home, part-time fees current in the year of submission. (See link at the end of this section.)

### **11.6 Resubmission of a thesis**

- i) Students whose thesis is referred by their examiners for substantial revision within 12 months will remain registered as a submitted student on the basis

Back to: [table of contents](#)

of 11.3 above, provided the original submission was not after the expiry of a period of CRS status.

- ii) Under these circumstances they will have access to UCL facilities and will be entitled to have one draft of his or her thesis read and commented on by their Principal Supervisor and/or Secondary Supervisor before re-submission.
- iii) When a student's revisions require more supervision or further access to UCL laboratories or other facilities, they may be required to re-register as a fee paying student for the period of this supervision or access.

## **Links for Section 11**

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

[UCL changes to your Registration Status](#)

[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's suppliers. (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](#)

Back to: [table of contents](#)