UCL

GRADUATE RESEARCH DEGREES
CODE OF PRACTICE 2018/19

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CONTENTS

INTRODUCTION

WELCOME TO UCL AND THE UCL DOCTORAL SCHOOL

This Code of Practice aims to set out what you as a research student can expect from your supervisory team and from UCL, and what your Supervisors and others in UCL can expect from you. It is important that you read this document carefully and keep it for reference. If you are a Supervisor you should also read and keep it – and remind yourself periodically of its contents.

Research students are at the heart of UCL's mission as a research-led university. We aim to give our research students a distinctive high-quality experience intended to develop research leaders in preparation for various career pathways. As a UCL research student you will be a member of a vigorous research community enabling you to develop as an independent researcher, building networks within and beyond your primary discipline. You will be learning to work in an environment that aspires to the highest standards of research integrity.

The Doctoral School exists to promote and oversee research student education and training at UCL. The Doctoral School, on behalf of Research Degrees Committee, issues this Code of Practice which complements the formal UCL academic regulations and guidelines for research degree students in the UCL Academic Manual (see over). The Code contains guidelines for good practice: in contrast, the regulations provide the minimum framework and requirements for completion of a degree.

A research degree focuses on the production of a piece of original research under the supervision of two research Supervisors, in conjunction with the development of the research student's research skills and generic skills. The majority of research degrees at UCL are within MPhil/PhD programmes, but the range of Professional Doctorates reflects increasing diversity and development of degrees in emerging areas of professional practice. There is also a range of Research Masters degrees (MRes), some stand-alone and some leading to further PhD or EngD study. These students undertake independent research, with supervision and guidance, and normally are also expected to attend structured courses to learn about research methods in the field.

This Code applies to all research degree programmes at UCL: MPhil/PhD; EngD; MD(Res); Professional Doctorates; and also to the research component of the MRes degree. You should read the general information section of this Code first, and then the section referring to the particular programme on which you are enrolled.

UCL offers a programme for the development of generic research and personal transferable skills to help you develop the skills necessary not only for successful completion of your degree but also to equip you for later life and the work place. The Doctoral Skills Development Programme run centrally and for each department, or interdisciplinary programme, is available via the Doctoral School website (www.ucl.ac.uk/docschool). The specific menu of courses and other training opportunities should be discussed between you and your Supervisors using the Personal Training and Development Plan section of UCL's Research Student Log. The self-assessment process is based on a national framework, the Researcher Development Framework.

My best wishes for a productive and fulfilling time at UCL.

Professor David Bogle
Pro-Vice-Provost of the Doctoral School

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*   Note that the structure and terminology used here, eg. Subsidiary Supervisor, are generic and individual departments (or divisions, as appropriate) may have slightly different structures and terms.

RESEARCH DEGREES – GENERAL INFORMATION

SOURCES AND RESOURCES

For all aspects of the Doctoral School's activities visit the website: **www.ucl.ac.uk/docschool**

UCL Students website: **www.ucl.ac.uk/students**

Academic Manual – UCL Academic Regulations and Guidelines for Research Degree Students: **www.ucl.ac.uk/academic-manual/chapters/chapter-5-research-degrees-framework**

Doctoral School Essential Information webpages: **www.ucl.ac.uk/docschool/essinfo**

Guidance on Appropriate Forms of Supervision of Research Degree Students: **www.ucl.ac.uk/academic-manual/sites/academic-manual/files/guidance_on_appropriate_ forms_of_supervision_of_research_degree_students_2018-19.pdf**

Guidance on Addressing Poor Performance in Research Students: **www.ucl.ac.uk/academic-manual/sites/academic-manual/files/guidance_on_addressing_poor_ performance_in_research_students_2018-19.pdf**

Quality Assurance Agency for Higher Education 'UK Quality Code for Higher Education Chapter B11 Research Degrees: **www.qaa.ac.uk/docs/qaa/quality-code/chapter-b11_-research- degrees.pdf?sfvrsn=5802f781_8**

Note: individual Research Councils and UCL departments may also issue guidelines

ADMISSIONS AND SELECTION PROCEDURES

At least two members of Academic Staff, with appropriate expertise and experience, should be involved in the selection of graduate research students. Applicants should be interviewed by Academic Staff, including the potential Supervisor(s) if they have been identified. Some sponsoring bodies leave the project topic to be agreed between the student and the department (Supervisory Panel and Departmental Graduate Tutor), whereas others approve a research topic in advance of recruitment of a suitable student.

As part of the admission process, Supervisors and prospective students are expected to discuss funding options for the student's living expenses, course fees and any fieldwork, laboratory work etc. to be carried out. The expectation is that adequate funding for the completion of the programme will be in place on arrival, either secured by the student or by the department. However Supervisors are expected to encourage and help students to find any additional funding required during their programmes. In the case of self-funded students in particular, Supervisors are expected to work with students in securing alternative external or internal funding wherever possible.

RESEARCH GOVERNANCE AND INTEGRITY

To realise its research strategy and ensure that all research conducted by members of staff, honorary staff, students and individuals who collaborate in research with UCL staff and students conforms to good practice in research integrity and ethical standards, UCL has adopted a set of research governance policies and procedures. This framework is described in the documents listed in 'UCL Research Governance', including UCL's Code of Conduct for Research, which may be found at: **www.ucl.ac.uk/srs/governance-and-committees/resgov**

In addition, the framework for research integrity at UCL can be found at: **www.ucl.ac.uk/research/integrity**. This includes the 'UCL Statement on Research Integrity' which sets out the standards expected by all those involved with research at or in collaboration with UCL, including adherence to the principles of integrity contained within.

PROGRAMMES

UCL offers a range of research programmes. This Code applies to the research training component of all research degrees. The timings indicated refer to the full-time MPhil/PhD and EngD programmes, and other programmes differ in some details, particularly the timings. Timings for part-time programmes are scaled from their full-time equivalent (see the Research Student Log). The project component of EngD, MD(Res) and Professional Doctorates has no upgrade process, but progress is monitored regularly. MRes programmes

are for one year, often leading into a doctorate; precise timings of deadlines vary and are given in the handbook for each specific programme. More details on each award are given on pages 14–16.

DEPARTMENTAL/DIVISIONAL STRUCTURES

SUPERVISORY PANEL

Each student has a Supervisory Panel consisting of Principal and Subsidiary Supervisors. The panel may also include other persons, for instance members of collaborating bodies, e.g. CASE partners, or persons with special expertise necessary for the research. The Supervisory Panel will meet as necessary and be involved at key milestones in the research degree (for example in the MPhil to PhD transfer process, and in the appointment of examiners).

Principal Supervisors will take the lead in the supervisory team, and in instances where the level of input changes significantly between Principal and Subsidiary Supervisor, the supervisory team should consider swapping roles, in consultation with their Departmental Graduate Tutor.

PRINCIPAL SUPERVISOR

You can expect your Principal Supervisor to:

1. Participate in the selection process and be present at your admission interview.

2. Agree with you, within a month of registration, a suitable topic of research which will stimulate interest and can be completed as a research project and written up within the prescribed period of study.

3. Introduce you to the department, its facilities and procedures, and to other students and relevant staff (especially important for part-time students); and encourage attendance at Doctoral School events.

4. Advise you of the name of the Departmental Graduate Tutor, and ensure that you know that you may contact the Departmental Graduate Tutor and/or Faculty Graduate Tutor to discuss graduate matters including problems regarding your supervision.

5. Discuss with you your initial needs assessment for required training, and support you as your research progresses in acquiring the skills, attributes and behaviours you need to perform successfully during your research programme and in your future career.

6. Agree with you courses in the Doctoral Skills Development Programme to be taken over the full period of the research programme (and for MPhil/PhD students, the extent to which courses will be taken into account in the decision whether to transfer registration from MPhil to PhD).

7. Ensure that you use the Research Student Log effectively and review and approve the Log records in a timely fashion according to the reporting schedule in the Log.

8. Arrange for you to be made familiar with the research facilities and activities at UCL and your responsibility to work to the standards set out in UCL's Statement of Research Integrity (see opposite), and enable and encourage you to play a full part in the social and intellectual life of your department and UCL.

9. Ensure that risk assessment of laboratory and/or field-based activities has been carried out in accordance with UCL and departmental procedures and that you receive the required safety training.

10. Ensure that ethics approval has been obtained in accordance with UCL procedures.

11. Determine, in consultation with the Head of Department, at the start of a student's project, whether an assignment of Intellectual Property Rights/Copyright is necessary and if so, ensure that an agreement on IPR/Copyright has been established at the outset of the project, and that the student is informed of the terms of the agreement at the start.

12. Establish a timetable of regular meetings with you at which all matters relating to your work can be discussed; such meetings should take place at least once per month. See also: Research Student Log page 10.

13. Agree with you no later than 3 months after registration the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including skills development training.

14. Agree with you no later than 24 months after registration a realistic timetable for the completion of the research and writing up of your thesis (for full-time students; no later than 48 months for part-time students).

15. Provide you with prompt constructive criticism and reaction on submitted draft work to facilitate timely completion of your thesis.

16. Discuss with you the work accomplished and revise the objectives as the work proceeds in the light of progress made and external factors (such as newly published findings).

17. Arrange (in consultation with the Subsidiary Supervisor and the Departmental Graduate Tutor) for a replacement in the event of their absence for a period exceeding 4 weeks.

18. Inform you about the procedures for transfer from MPhil to PhD (MPhil/PhD students only – see page 14), and other key review stages in your programme (all research students), and assist you with the processes.

19. Encourage you to present your work in progress from time to time as appropriate, attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside your department.

20. Make recommendations at a suitable point during the final year to the appropriate person in UCL Student and Registry Services for the appointment of internal and external examiners, discuss with you when to submit your thesis for examination, and ensure that you enter your thesis for examination in good time (normally 4-6 months before the examination).

21. Arrange the Viva Voce examination and advise UCL Student and Registry Services (Student Centre) of the date, and, subsequently, advise all third parties, e.g. collaborators, sponsors, etc. of the examination result.

    Note: this is important in relation to Research Councils' deadlines for thesis submission.

22. Assist you in obtaining knowledge and information about career opportunities and refer you to careers guidance services in UCL and elsewhere.

23. Ensure that you maintain records of your research in a state which can be investigated and understood by anyone with a legitimate right to enquire.

24. Report to the Registrar any suspected instance of research misconduct, including plagiarism.

SUBSIDIARY SUPERVISOR

You can expect your Subsidiary Supervisor to:

1. Participate in the selection process and be present at your admission interview if they have been identified at this time.

2. Keep acquainted with the progress of your work and to be present at, at least, annual supervisory meetings (and participate in the MPhil to PhD transfer process if applicable).

3. Provide for continuity of supervision in the event of the absence or departure of the Principal Supervisor.

4. Enhance the effective supervision of your work by contributing a second opinion or additional areas of expertise; and review and approve the Research Student Log records in a timely fashion.

5. Arrange (in consultation with the Principal Supervisor and the Departmental Graduate Tutor) for a replacement in the event of their absence for a period exceeding 8 weeks.

DEPARTMENTAL GRADUATE TUTOR

You can expect your Departmental Graduate Tutor to:

1. Oversee admission*, induction, supervision, progression and examination (see 4. below) of graduate students in their department and generally ensure that the Doctoral School Code of Practice is implemented and its use monitored.
    Students should only be admitted when suitable supervision and necessary facilities are available.

2. Ensure that a Supervisory Panel consisting of at least a Principal and a Subsidiary Supervisor appropriate to the research be appointed at the commencement of your research.

3. Ensure that the departmental procedure for transfer of registration from MPhil to PhD, where applicable, is operated effectively.

4. Ensure that UCL procedures for entering research degree examinations are followed, and that appropriate examiners are properly nominated.

5. Serve as a source of information about regulations and resources for both students and staff.

6. Promote your personal and professional development by ensuring that you participate in the Doctoral Skills Development Programme and/or appropriate departmental or other training and development.

7. Facilitate and monitor your academic progress by ensuring that, amongst other things:

    •   A Principal Supervisor and also a Subsidiary Supervisor has been appointed for each research student, and that all persons acting as Supervisors are properly qualified according to UCL regulations and approved by the faculty and by the UCL Research Degrees Committee;

    •   All Supervisors and students in the department are aware of the Doctoral Skills Development Programme and the requirement to participate in that programme;

    •   The Research Student Log is used effectively;

- In the case of breakdown of relations between the Supervisor and the student and in other circumstances where a change of Supervisor is desirable, they assist in resolving any difficulties, and where necessary arranges the appointment of a replacement Supervisor;

- All students, including part-time students, working in more than one department, and students primarily working in another institution or organisation are integrated into each department and that they receive adequate supervision and monitoring.

8. Promote general student welfare by informing Supervisors and students about:

- Special needs of international students;

- Special needs of part-time students;

- UCL Student Support & Wellbeing, UCL Student Psychological Services or other appropriate pastoral support structures;

- UCL Student Disability Services;

- UCL Equal Opportunity Policy;

- Resources for students in financial hardship;

- Resources for careers information and advice;

- The facilities offered by the Students' Union Postgraduate Association;

- Resources available through the Students' Union, UCL and UCL Student Central (formerly the University of London Union);

- UCL Doctoral School.

DEPARTMENTAL GRADUATE COMMITTEE

Most departments have a Departmental Graduate Committee; this body complements and assists the role of the Departmental Graduate Tutor and, on behalf of the Head of Department, reviews the quality of research supervision.

HEAD OF DEPARTMENT

The Head of Department has overall responsibility for the welfare and academic progress of graduate students in the department, including supervision, provision of necessary equipment and facilities, safety, etc. Where students work in more than one department or institution, or are part-time, then the Head of Department should ensure that adequate provision is made for supervision, facilities and monitoring progress, and that the student is integrated as far as reasonably possible into the life of their department.

STAFF-STUDENT CONSULTATIVE COMMITTEE

All departments have a Staff–Student Consultative Committee, jointly co-chaired by a student and a member of staff, which meets at least three times per session. You are represented by one or more elected graduate student representatives and the department is responsible for informing you of the selection process. Minutes of meetings are published in the department, usually on the internet/intranet.

FACULTY and UCL STRUCTURES

FACULTY GRADUATE TUTOR

For every department/division there is at faculty level a Faculty Graduate Tutor. The Faculty Graduate Tutor has overall responsibility for the general academic and pastoral oversight of graduate students in the faculty and assists the Faculty Dean in all matters relating to quality management and enhancement. The Faculty Graduate Tutor chairs the Faculty Research Degrees Committee, and reports on faculty graduate matters to the Doctoral School.

Faculty Graduate Tutors approve applications from staff members to act as Supervisors ensuring that all Supervisors undertake UCL's mandatory Supervisor training. They also consider and approve nominations of examiners for all UCL research degree candidates registered in the faculty on behalf of the Chair of Research Degrees Committee.

As part of their roles in maintaining general academic and pastoral oversight of all graduate students within their faculty, Faculty Graduate Tutors are available to advise graduate students who are experiencing any difficulties affecting their studies.

UCL STRUCTURES

Above faculty level there are UCL structures concerned with research students. The Doctoral School and the Doctoral Training Strategy Committee focus on the development of institutional strategy on Doctoral Education and evaluation of the plans and delivery of doctoral education at UCL. Research Degrees Committee (RDC), the UCL-level committee directly concerned with all aspects of research degrees, is chaired by the Pro-Vice-Provost of the Doctoral School. RDC membership includes all Faculty Graduate Tutors, the Students' Union Postgraduate Students' Officer, and other key UCL staff involved in doctoral education. The Research Degrees Office in Student and Registry Services provides advice on regulations and processes to research students, staff and examiners. The Students' Union, UCL has a Postgraduate Association and all its services and facilities are available to graduate students.

THE STUDENT

PROGRAMME OF STUDY AND RESPONSIBILITIES

Graduate research students can be registered as Full-time or Part-time, and may also be Non-resident or Study at Approved Institutions depending upon their individual circumstances, sponsor and research programme. All research students are registered in a department although they may have Supervisors in more than one department. It is important that all graduate students have equal and full access to all UCL resources necessary for successful completion of their work.

Your responsibilities as a graduate student are:

1. To carry out your research effectively, to an adequate standard and within the prescribed period of study; to use the online Research Student Log effectively, recording your formal supervisory meetings; and to record the development of your generic research and personal transferable skills.

2. To carry out your research according to the regulations as set out for your programme, and the principles and procedures set out in UCL's Research Governance Framework and the Research Integrity Framework.

3. To ensure that you maintain records of your research in a state which can be investigated and understood by anyone with a legitimate right to enquire.

4. To attend the Doctoral School Welcome Event and Doctoral Skills Development Programme as agreed with your Principal Supervisor or Departmental Graduate Tutor.

5. To agree and strictly abide by a timetable for regular meetings with the Principal Supervisor at least once every month.

6. To submit your written work to agreed deadlines to allow sufficient time for comment and discussion.

7. To follow the procedure set out below for transfer of registration from MPhil to PhD (where applicable).

8. To inform your Principal Supervisor or Departmental Graduate Tutor of any problems which may be interfering with your work. You should also feel free to bring any problems, including those of a social or medical nature, to their attention.

9. To consult the Subsidiary Supervisor.

10. To present your work or findings from time to time when encouraged to do so by the Principal Supervisor.

11. To consult in confidence with the Departmental Graduate Tutor if you feel that a change of Supervisor is for any reason desirable.

12. To follow the procedures set out below for Study Leave or Interruption of Study.

13. To decide when to submit your thesis for examination, having taken due account of your Principal Supervisor's opinion and shown the final version to your Subsidiary Supervisor should they wish to see it, and to submit the examination entry form in good time (normally 4–6 months before examination).

14. To liaise with your Principal Supervisor if there is a change in your registration status.

RESEARCH STUDENT LOG

Use of UCL's on-line Research Student Log is mandatory for all UCL research degree students. The student and Principal Supervisor are asked to document academic progression and skills development training in the Log and it is the responsibility of the student to maintain this Log for their own long-term benefit. The Log reflects a dialogue between you and your Principal and Subsidiary Supervisors and records a series of review meetings (including important milestones such as the MPhil to PhD upgrade) and discussions on academic (subject discipline), generic and transferable skills training.

The Log is intended to be used in a flexible manner, to allow for different research processes between disciplines. Your Principal Supervisor and Departmental Graduate Tutor will explain its use to you. Induction sessions on the Log are provided by the Doctoral School. The Departmental Graduate Tutor, who monitors the Log records and usage, will confirm that the Log has been satisfactorily completed at upgrade from MPhil to PhD (where applicable) and at thesis submission.

The Research Student Log may be found at: **https://researchlog.grad.ucl.ac.uk**

SKILLS DEVELOPMENT

All research students irrespective of how they are funded are expected to take full advantage of the Doctoral Skills Development Programme. All Research Council funded research students are required to participate in the Doctoral Skills Development Programme and/or appropriate departmental courses to a degree equivalent to two weeks per year of their funded studentship (i.e. 3 years for 3-year MPhil/PhDs and 4 years for 4-year PhDs, EngDs etc). All training courses and activities have been assigned a point value and two weeks per year is equivalent to 20 points per year (60 points over 3 years, or 80 points over 4 years).

You should use the Personal Training and Development Planning tool in the Research Student Log to identify, in discussion with your Supervisors, which courses from the Doctoral Skills Development Programme and any departmental/faculty training courses you might wish to attend. Students are expected to take a broad range of courses across all the domains of the Researcher Development Framework.

Information is available via the Doctoral School website: **www.ucl.ac.uk/docschool**

ETHICS

UCL regards it as fundamental that research should be conducted according to ethical guidelines. All research raises ethical considerations and it is expected that these are acknowledged and addressed, whether this be issues relating to the potential for results to be misused, ethical funding, how data is managed/shared/accessed, human participants, animal research, or risks to researchers.

In addition, all research by UCL staff and students involving living human participants and the collection and/or use of data from living human participants must have ethical approval before it commences.

Information is available at: **www.ucl.ac.uk/research/integrity/research-ethics**

STUDY LEAVE AND INTERRUPTION OF STUDY

Study Leave

Research is often a collaborative activity and graduate students from strong research universities such as UCL, need to be aware of global research activities, and to gain confidence at an international level. It may be desirable or necessary for you to conduct research away from UCL or any other institution to which you have been attached. Where such research requires absence for more than four weeks, an Application for Study Leave must be made to the Student Centre, UCL Student and Registry Services. The application must be made on the recommendation of your Principal Supervisor and must be approved on behalf of Student and Registry Services before you leave to conduct research elsewhere. UCL's procedures relating to Risk Assessment, Health & Safety and Ethics must be followed.

Information is available at: **www.ucl.ac.uk/students/status/research-students/studying-away** and **www.ucl.ac.uk/docschool/istudy**

Interruption of Study

For various reasons of a personal nature it is sometimes necessary for study to be interrupted for a period, for example medical reasons or maternity/paternity. Such interruption must have the formal approval of UCL and you should consult your Principal Supervisor about the procedures for making an application, in advance of your interruption of study, to the Student Centre, UCL Student and Registry Services.

Information is available at: **www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies**

Travel

The Study Abroad Office provides a number of services for students considering or preparing for study abroad. This should be consulted before a journey is made.

Information is available at: **www.ucl.ac.uk/studyabroad**

TEACHING

As a research student, you may be asked to contribute to undergraduate teaching, for example demonstrating in laboratory classes, leading tutorial groups, marking essays, etc., in return for payment (unless included in the terms of your studentship). This activity provides valuable teaching experience but the responsibilities must be clearly defined and the work compatible with the research programme; the time commitment should not exceed 180 hours per year (to include teaching, preparation, and professional development).

Postgraduate students new to teaching at UCL are required to attend an introductory Gateway Workshop, provided by UCL's Arena Centre for Research-based Education, or an agreed equivalent offered by your department or faculty (to be granted exemption from attending a Gateway Workshop you must contact **arena.one@ucl.ac.uk** outlining the training offered). The Gateway Workshop forms the first part of UCL Arena One, the development scheme for postgraduate teachers. If you have sufficient teaching and/or assessment responsibilities, you may then choose to progress to the UCL Arena One Teaching Associate Programme, which allows you to work towards an Associate Fellowship of the Higher Education Academy, a nationally recognised qualification in Higher Education teaching and learning.

Further information on UCL's Postgraduate Teaching Assistant Scheme is available on the Doctoral School's website: **www.ucl.ac.uk/docschool/postgrad-teaching-assistants**

Information on UCL Arena One (Gateway Workshops and Teaching Associate Programme) is available at: **www.ucl.ac.uk/teaching-learning/arena-one**

COMPLETING RESEARCH STUDENT STATUS

On completion of your programme of study, if you have not submitted your thesis, you can progress to Completing Research Student (CRS) status for a maximum period of one calendar year (full-time students) or two calendar years (part-time students) if:

1. you will be in a position to submit your thesis within the next 12 months (full-time students) or 24 months (part-time students);

2. you have been upgraded from MPhil to PhD registration (MPhil/PhD students only);

3. you have met any additional requirements of your department/division.

CRS status means that you do not pay fees but have access to UCL facilities and can have at least one draft of your thesis read by your Supervisor. If you do not meet the conditions listed above then you will continue to pay full-time or part-time fees as appropriate. It follows that if you do not have CRS status and do not pay fees then you are no longer registered and cannot have access to UCL facilities or to supervision.

Note: Some research students are registered for a four year programme of study, at the end of which CRS status can apply. N.B. CRS status does not apply for MRes degrees.

THESIS PREPARATION AND EXAMINATION (all programmes except MRes)

All graduate research students are normally expected to submit a thesis to UCL (Student Centre, UCL Student and Registry Services or to their programme director in the case of some Professional Doctorates) for examination within a period of one calendar year (or two years in the case of part-time students) after the end of the fee-paying enrolment period.

Full 'Requirements of a Thesis' may be found in the academic regulations and guidelines for research degree students: **www.ucl.ac.uk/academic-manual/chapters/chapter-5-research-degrees-framework**

You are responsible for submission of the necessary applications to enter the appropriate examination following liaison with your Principal Supervisor. Examination entry forms and other

relevant information may be obtained from the Student Centre, UCL Student and Registry Services and must be submitted no later than four months before the proposed date for submission of your thesis. It is the responsibility of the Principal Supervisor to arrange for appointment of examiners via the Departmental Graduate Tutor; to arrange the Viva Voce examination in liaison with the examiners and with you the candidate; to inform UCL Student and Registry Services of the date; and in due course advise any relevant collaborating persons or institutions and sponsors of the results.

Note: It is recommended that a 'mock' Viva Voce examination be arranged for the student by the Principal Supervisor.

INTELLECTUAL PROPERTY RIGHTS/COPYRIGHT IN RELATION TO STUDENTS

As a general principle UCL recognises the student as owner of any IPR they produce while a registered student of UCL. This principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances.

UCL's Policy Statement on Intellectual Property Rights/Copyright in relation to students may be found at: **www.ucl.ac.uk/current-students/guidelines/intel_prop_rights**

PLAGIARISM AND RESEARCH MISCONDUCT

UCL expects all its researchers to act in a professional manner in relation to their work. Regulations concerning plagiarism, including self-plagiarism, and other research misconduct are set out in the academic regulations and guidelines for research degree students: **www.ucl.ac.uk/academic-manual/chapters/chapter-5-research-degrees-framework**

UCL's Policy Statement on Plagiarism may be found at: **www.ucl.ac.uk/current-students/guidelines/plagiarism**

RESOLVING PROBLEMS AND FORMAL COMPLAINTS

From time to time students encounter problems of an academic, administrative or other nature with which they need assistance. Research students should raise awareness of problems initially with their supervisory team. If they wish to discuss matters outside the supervisory team, the student should raise the matter with their Departmental Graduate Tutor, and thereafter their Faculty Gradate Tutor.

If the matter remains unresolved, students are encouraged to contact the UCL Student Mediator. The UCL Student Mediator has the authority, on behalf of the Provost, to mediate, to act relatively informally and speedily, and propose practical solutions to help resolve matters. Students may also find it helpful to approach the Students' Union Advice Service whose staff have considerable experience of advising and supporting students.

UCL has a formal Student Complaints Procedure for use in cases which cannot be resolved by informal discussion with the Departmental Graduate Tutor, Faculty Graduate Tutor and/or Student Mediator. Complaints should be implemented when a problem arises and not at the end of registration. It will, for example, not be possible to complain about a perceived deficiency in supervision after examination has taken place.

For the UCL Student Complaints Procedure, see the UCL Academic Manual, Chapter 6; Student Casework Framework:
www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

Note: there are two grounds upon which students may have their registration terminated

– a serious disciplinary offence
(see UCL Student Disciplinary Code and Procedure in the UCL Academic Manual: www.ucl.ac.uk/academic-manual/sites/academic-manual/files/section_8_student_disciplinary_procedure.pdf)
or
– academic insufficiency

(see Guidance on Addressing Poor Performance in Research Students in the Academic Manual: (www.ucl.ac.uk/academic-manual/sites/academic-manual/files/guidance_on_addressing_poor_performance_in_research_students_2018-19.pdf).

RESEARCH DEGREES – PROGRAMME-SPECIFIC INFORMATION

MPhil/PhD

The MPhil/PhD programme is normally three years full-time research (in some cases four years) with the thesis submitted at the end of this period, or within a year. If the thesis is not submitted within three years then normally fourth year students register as Completing Research Students (CRS). See page 12.

Length of Study for the PhD

	Full-time	Part-time
Programme of Study	3 years	5 years
CRS	1 additional year	2 additional years

Progression and Transfer of Registration from MPhil to PhD

• Purpose of the Upgrade

Students intending to study for a PhD are normally admitted for the MPhil degree and, upon satisfactory progress, transferred later to PhD registration; the upgrade procedure for registration for a PhD degree is an important step in their programme. The purpose of the upgrade is to assess the student's progress and ability to complete their PhD programme in a reasonable time frame. The assessment should not be confined to the research material presented by the student but should also consider the student's demonstrable academic and generic skills.

Your Principal Supervisor will inform you about the procedure for transfer from MPhil to PhD, initiate the transfer at an appropriate time, provide guidance in the drafting of the Transfer Report, arrange a meeting of the Upgrade Panel (usually chaired by the Subsidiary Supervisor) to assess the Report and interview you. The Upgrade Panel will then advise the Departmental Graduate Tutor and you of the result and give full reasons for any failure to meet the required standards.

> *Note: where Transfer of Registration has not been completed within 18 months of first registration for full-time students (and typically no later than 30 months part-time), the Principal Supervisor should draw the situation to the attention of the Departmental Graduate Tutor for consideration as to whether the student should write up for the MPhil and not proceed to the PhD.*

Detailed guidelines, which include information on the following, may be found at:
www.ucl.ac.uk/students/status/research-students/upgrade

• Criteria for Upgrade

• Process of Upgrade, including:

> Management and Oversight;
> Time Frame;
> Components of Upgrade:
>> The Student's Upgrade Report;
>> Report by Principal Supervisor;
>> The Upgrade Viva.

• Outcomes:

> Potential outcomes of first attempt;
>
> Potential outcomes of second attempt.

EngD

EngD students are registered for a four year programme of study, a combination of taught modules, research training and research, at the end of which CRS status can apply.

The EngD was developed to provide business and technical expertise to complement doctoral level research skills. About three-quarters of the programme is in the form of an industrial research project carried out within a company. The remainder of the programme involves taught courses in technical, business, managerial and personal skills.

Students registered on an MRes associated with an EngD are required to achieve the award of the MRes before being allowed to register on the 3-year EngD. All other students register initially for the 4-year EngD and undertake a first year consisting of taught courses, professional and research training, group project work, and research.

The EngD Supervisory team often includes industrial Supervisors, who must also satisfy the requirements laid down for UCL Subsidiary Supervisors.

The award of the degree is dependent on the thesis, which a candidate may not submit until they have successfully completed all the other elements of the programme, and dependent on the final oral examination. The thesis must meet the same requirements as those prescribed for the UCL PhD degree.

MRes

Some MRes programmes are stand-alone degrees, but others are preparation for an EngD or PhD programme (1+3 programmes) in which students achieving the award of the MRes are then able to progress to the associated research degree programme.

The MRes programme is normally 1 year full-time, a combination of taught modules, research training and a significant research project submitted at the end of this period.

The timings listed in this Code do not apply to the MRes Programmes which typically have a series of shorter projects with appropriate deadlines, and whose topic and timescales should be agreed as quickly as possible.

MD(Res)

MD(Res) students are registered for a two year programme of study (full-time or part-time), at the end of which CRS status can apply.

The MD(Res) is aimed specifically at individuals in clinical practice, any branch of medicine, or surgery or medical or dental science, who wish to undertake a piece of supervised research associated with their employment. To be eligible for registration for the MD(Res) degree, a candidate must have obtained the MBBS degree or some other registrable primary qualification in Medicine and be eligible for full registration or hold limited registration with the General Medical Council (GMC); or have obtained the BDS degree or hold an equivalent dental qualification.

Professional Doctorates

Students registered for professional doctorates are normally registered for a three year programme of study full-time, at the end of which CRS status can apply.

Professional doctorates 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.

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 should consult individual programme regulations for details of the period of research supervision.

EdD

The Doctor in Education (EdD) aims to foster professional development through research as well as meeting the requirements of rigour and originality expected of a doctorate. It includes assessed taught courses, research-focused workshops and supervised original research at the end of which CRS status can apply.

EdD students are registered part-time for four to seven years. The first year of the programme consists of three taught courses. During the second and third years of the programme the student will develop further skills drawing on the Faculty of Education Research Training Programme.

During the second year of the programme students must successfully complete a portfolio of practitioner research before developing a proposal for their Institution-Focused Study (IFS). The IFS is developed over 12 months and is submitted in the middle of the third year of study.

After successfully completing the IFS, students will develop a thesis proposal and complete a formal review prior to thesis normally before the beginning of the fourth year of study. As the EdD research is linked to your professional role, there is an expectation that a contribution to professional practice will be made. The award of the degree is dependent on the successful completion of the EdD thesis and viva defence.

Typical Timetable for a Full-time PhD Student

Before 1 month	Field of Study agreed. Assignment of Supervisors. Agreement of strict timetable for supervisory meetings and progress reports. Provision of necessary research equipment and facilities.
Before 3 months	Agreement of thesis work plan, research methods and timetable. Agreement of and attendance at Skills Development Programme and arrangements made for any further required study.
12 months	Agreement of programme for second year of study and transfer of registration from MPhil to PhD (between 9–18 months, but as early as reasonable).
24 months	Agreement of thesis structure and strict timetable for thesis writing.
30 months (not less than 4 months before expected date of submission)	Entry for examination. Nomination of Examiners.
36 months (48 months for 4-year programme)	Submission of thesis.
36-48 months	Completing Research Student status (if necessary). (see page 12).