

1 Admissions

1.1 Standard Qualifications for Admission: MPhil/PhD Programmes

1. The normal minimum entrance qualification for registration for the MPhil degree or the PhD degree 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

4. MRes students who fail the dissertation should not register on the EngD or MPhil/PhD programme in the following academic year but remain on the MRes and resubmit the dissertation by 31 January of the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD or MPhil/PhD if they passed. If, as a result, they missed taught components which formed part of the EngD or MPhil/PhD registration, these should be followed at the point when they are next available.
5. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD or MPhil/PhD programme and would be required to leave UCL.

Further guidance

1. These regulations only apply to students on MRes programmes which form an integral part of an associated doctoral programme.
2. Applicants and students should also consult the relevant departmental/divisional admission and MRes progression requirements.
3. MRes programmes are subject to the regulations for Taught Postgraduate Programmes and to the additional regulations for Masters By Research Programmes in [Chapter 5, Part H](#).

1.4 Standard Qualifications for Admission: MD (Res) Programmes

1. 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.

1.5 English Language Requirements

1. Applicants are required to meet [English Language Proficiency Requirements for Postgraduate Degrees](#).

1.6 Alternative Qualifications for Admission

2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in Chapter 1: Student Recruitment and Admissions

2 Registration

2.1 Dual Registration

1. A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance

1. Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they have completed their registration with another institution.

2.2 Application and Initial Registration

2.2.1 MPhil/ PhD Initial Registration

1. An applicant for a PhD degree will be registered initially for the MPhil degree.

Further guidance

1. All successful applicants, with the exception of the EngD and other specialist doctorate programmes, are initially registered for an MPhil degree, except where the applicant is exceptionally well qualified and UCL has given special permission for initial registration for the PhD degree.
2. Every student must complete enrolment as instructed within two weeks of the start of their research programme and must undertake to comply with the conditions of enrolment.
3. 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. An applicant for the MD (Res) degree will be registered at UCL in the names under which he/she has been registered with the GMC.

2.2.2 Proof of Identity

1. 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.

2.2.3 UK/EU/EEA-Based Students

1. 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

1. 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:
 - a) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or
 - b)

2.2.4 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
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2.9 Upgrade from MPhil to PhD

1. Upgrade from MPhil to PhD registration may be made not less than nine months after initial

requirements. Such statements should be submitted in writing to the Chair of RDC via [Admissions in Student & Registry Services](#).

3. In cases where an approved research programme has been set up with a specific institution or institutions which have formal collaborative agreements with UCL, approval of individual applications, as described above, will not need to be submitted for approval by the Chair of the RDC.
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3 Supervisory Arrangements

3.1 Supervisors: General

1. UCL has an expectation that all supervisors will undertake their role in accordance with the Doctoral School's Code of Practice for Graduate Research Degrees and UCL's Code of Conduct for Research and within the framework of UCL's regulations for Research Degrees in the UCL Academic Manual.

3.2 Supervisors: Approval

1. All supervisors must be approved by the appropriate Faculty Graduate Tutor before they undertake supervision of research students. Appointments are subject to review.
2. Principal and Subsidiary Supervisors must be members of UCL staff or Honorary members of staff (see HR regulations on Honorary appointments).
3. All supervisors must undergo training to become an approved supervisor.
4. Current research students cannot supervise research students at their same programme level.

3.3 Supervisors: Assigning students to supervisors / supervisory teams

1. Each UCL student registered for the MPhil/PhD degree must be assigned at least one Principal and one Subsidiary Supervisor.
2. Each student will be allocated a provisional Principal Supervisor at the time of offer of a place; the Principal supervisor and further supervisory team (at least one additional supervisor) will be confirmed as soon as possible, but at least within the first month of registration.
3. For those students with taught or rotational elements at the start of their programme, their programme director(s) may be named as the Principal initially and their supervisory team updated as soon as possible after commencing the substantive research project.
4. Students may have multiple Principal and multiple Subsidiary Supervisors in recognition of the supervisory panel/team model.
5. Tertiary supervisors may also be unofficially appointed. This can be used when staff do not meet certain eligibility criteria, e.g. someone who is external to UCL or a junior member of staff. Tertiary supervisors have access to student progression notes; however, they will not be formally reflected in the student's record.
6. At least one member of the supervisory team must have a substantive contract at UCL, i.e. not honorary.
7. At least one member of the supervisory team must have a contract end date or funding end date that extends beyond the duration of the student's degree.
8. At least one member of the supervisory team must have obtained a PhD (or equivalent doctoral degree as relevant to the student in question, e.g. MDRes, DClinPsy etc).
9. At least one member of the supervisory team must have supervised a PhD (or equivalent research degree as relevant to the student in question) to completion.
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4 Completing Research Status

4.1 General

1. All research students who have completed their approved period of registration may register as CRS students while they write up their theses. Transfer to CRS status is only permitted

1. A student must submit a thesis for examination before the end of his or her CRS period. A student will remain registered after the submission of his or her thesis 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.

4.4 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time and two years part time.

Further guidance

1. Applications for extension to CRS must be made on [Portico](#). Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.

4.5 Submission of a Thesis after the end of CRS

1. A student who submits late will be liable for a Submission Extension Fee.
2. A student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

Further guidance

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see [Submission Extension Fees for Research Students](#)). 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. For 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.

they appear to the student to advance the study of the subject; and, in so doing, demonstrates a deep and synoptic understanding of the field of study, (a student being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field.

- i) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
 - j) takes due account of previously published work on the subject;
 - k) makes clear the sources from which information has been derived, the extent to which the work of others has been used, and the areas which are claimed as original;
 - l) contains an element which might, after any necessary revision, merit publication in a medium appropriate to the discipline (for example as a monograph or as a number of articles in learned journals);
 - m) shows a student's ability to design and implement an independent research project.
2. A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of a thesis, either by a student alone or jointly with others, may be included in the thesis. The PDFs of published papers themselves may not be included in the body of a thesis. Sections of published work could be included word-for-word providing a) the

- c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- d) be an integrated whole and present a coherent argument;
- e) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
- f) include a full bibliography and references;
- g) demonstrate research skills relevant to the thesis being presented;
- h) be of a standard to merit publication in whole or in part or in a revised form (for example,

Further guidance

1. The above prescribes the maximum allowable length for MPhil/EngD/PhD/MD(Res) theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. Students should consult their supervisors on the usual length of theses in their subject area or topic.
2. The signature of the student and the Principal Supervisor on the Examination Entry Form to the MPhil, PhD, EngD or MD(Res) examinations (see the [Research Degree Examination Entry webpages](#)) shall be taken as confirmation that the thesis submitted is within the required word limit
3. '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 limits. Where the thesis itself is an edition of a text or texts, normally in the field of literature, the above word limits may not apply.
4. Students registered for Professional Doctorate awards 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.

5.1.7 Format of a Thesis

1. The thesis should be submitted in the format determined by UCL at the time of submission. Further information and guidance is available on the [Thesis Formatting webpages](#) and on the [Research Degree Examination Entry webpages](#). Some exceptions are made for students in the fields of Fine Art, Design, Architecture and Town Planning as detailed on the [Thesis Formatting webpages](#).

5.1.8 Approval of a Thesis Title

1. A student must have the title of his/her thesis approved by his/her Principal Supervisor.
2. The approved title is submitted to UCL on the Examination Entry Form submitted to researchdegrees@ucl.ac.uk.

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.

8. 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.
9. The supervisor who attends the viva examination does not have the right to participate in the

the thesis element may be awarded an MRes degree, based on the taught courses they have passed, at the discretion of the EngD Board of Examiners.

Further guidance

1. Staff and students should also refer to the Doctoral School's [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.5.2 Outcomes of the Oral Examination: MPhil Degree

1. Students for the MPhil degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
 - a) If the thesis fulfils the criteria (set out in [5.1.3](#)) and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MPhil.
 - b) If the thesis otherwise fulfils the criteria (set out in [5.1.3](#)) 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 three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
 - c) 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 his/her thesis in a revised form within 12 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 12 months for re-submission in a revised form on one occasion only.
 - d) If the thesis fulfils the criteria (set out in [5.1.3](#)) but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis and submit to a further oral examination within a period specified by them and not exceeding 12 months.
 - e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.
2. 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.

Further guidance

1. Staff and students should also refer to the [Code of Practice for Graduate Research Degrees](#) for further guidance on the examination of research degree students.

5.5.3 Outcomes of the Oral Examination: MD(Res) Degree

1. Students for the MD(Res) degree must submit a thesis and be examined orally. There are five options open to examiners in determining the result of the examination as follows:
 - a) If the thesis fulfils the criteria (set out in [5.1.4](#)), and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student should be awarded the degree of MD (Res).
 - b) If the thesis otherwise fulfils the criteria (set out in [5.1.4](#)) 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 three months amendments specified by them. The amended thesis shall be submitted to the examiners, or one of their numbers nominated by them, for confirmation that the amendments are satisfactory.
 - c) 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 his/her thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on re-presentation of his/her thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the MPhil degree for 18 months for re-submission in a revised form on one occasion only.
 - d) If the thesis fulfils the criteria (set out in [5.1.4](#)), but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student is

permitted to re-present the same thesis and submit to a further oral examination within a period specified by them and not exceeding 18 months.

- e) The examiners may determine that the student has not satisfied them in the examination and no degree award will be made.

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Further guidance

1. The following instances of research misconduct must be referred for action by UCL:
 - a) Any instance of plagiarism (including suspected collusion²) other than a first instance falling under [Section 5.6.2](#) above in which

6 Visiting Research Students

1. Visiting Research Students may register for between 3 and 12 months at UCL to undertake research which is complementary to the Doctoral/PhD project they are undertaking at the university in which they are enrolled. Applications for longer periods of registration can be considered, but require special permission from UCL before students start their registration. A department/division wishing to make an offer to an applicant for a period in excess of 12 months is required to submit a statement of the case for acceptance, via researchdegrees@ucl.ac.uk, to the Chair of the Research Degrees Committee [RDC].
2. Requests for extensions to the agreed registration period can be considered but require the support of both the UCL host department and the student's home institution. Departments seeking an extension to a student's Visiting Research Student status should contact researchdegrees@ucl.ac.uk confirming their support and including a statement of support from the home institution.

Arrangements for Supervision

1. Each Visiting Research Student will work under the guidance of a suitably qualified and