

Department of Computer Science



**UCL**



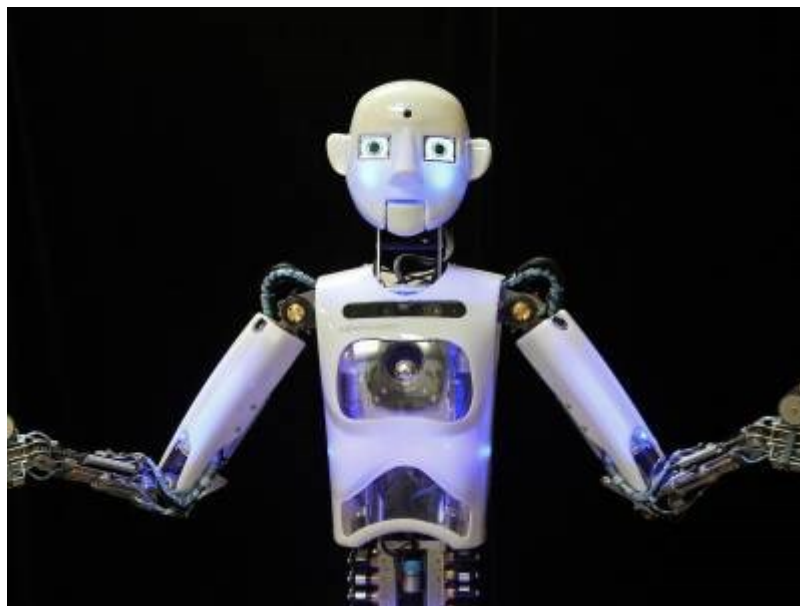
# Postgraduate Research Student Welcome Pack

**September 2016**

# Contents

Page No

1. Welcome to Computer Science at UCL: some useful information.....	3
2. Useful contacts.....	3
3. Induction week timetable.....	4
4. UCL site Map.....	6
5. Emergency Information.....	7
6. NHS and Medical care.....	8
7. Research Degree structure & timeframes and what is expected of you.....	9
8. Conferences, publications and asking for the money to pay for it all.....	13
9. Holidays, Internships, sickness and absence.....	13
10. Forms and procedures.....	12
11. Working during your studies.....	16
12. General London tips for a happy life here.....	16
13. Index of forms .....	20



# Welcome to Computer Science at UCL

Welcome to the Department of Computer Science at UCL! We're happy that you have chosen to do your Postgraduate Research Degree with us and hope that you find your time with us an enriching experience both academically and personally. This little booklet is a brief guide that we hope will provide you with a good amount of useful information to help you settle in and prepare for the coming 3 to 4 years (or 6 to 8 if you're part-time) of research that await you on your path to becoming a Doctor of Computer Science.

If at any point you get stuck or need help, the following people are most likely to be able to help, but if not then they will be able to point you to the person that can help.

More useful information can be found on our new forum: <http://phdforum.cs.ucl.ac.uk/> - please do sign up!

## Useful Contacts



The #1 most important and useful person to you while you are here is **your supervisor!** You should already be in contact with this person and most likely will have already started discussing your project. Each PhD student has their own supervisor that specialises in their chosen area of research; you will also have a subsidiary supervisor who will be another member of your research team. If you don't know who either of these people are, just ask your Administrator, who will have the information at hand on your record.



Speaking of which... this is me, your **Research Administrator**. My name is Sarah Turnbull and I'm happy to help with any issues you have during your time here. I've emailed or handed you this booklet personally, so we've met, either in person or by email now

**Email:** [s.turnbull@ucl.ac.uk](mailto:s.turnbull@ucl.ac.uk)

**Telephone:** 0203 108 7042 (or 57042 internally)

**Room:** 1.04, 66-72 Gower Street

**Money, Finance and all things £££** are handled by our Finance Team, Dawn Bailey and Wendy Richards. If you have been awarded any funding please speak to either of our professional finance administrators who will be happy to help.

**Email:** [d.bailey@ucl.ac.uk](mailto:d.bailey@ucl.ac.uk) and [w.richards@ucl.ac.uk](mailto:w.richards@ucl.ac.uk)

**Telephone:** 020 7679 1315 and 020 7679 7081 (or 31315 and 37081 internally)

**Room:** 5.17 Malet Place Engineering Building (just knock!)



It all wouldn't really work without a little **Technical Support**. Our Technical Support Group (TSG for short) in Computer Science has way too many people to fit in this tiny box, but there is always someone to help you with any technical problem be it software, hardware, networks or just needing equipment or a new email address.

**Email:** [request@cs.ucl.ac.uk](mailto:request@cs.ucl.ac.uk)

**Telephone:** 020 7679 7280 and 020 7679 7081 (or 37280 internally)

**Room:** 4.22 Malet Place Engineering Building, open 09:30 to 17:00 Mon-Fri term time.

**Website:** <http://tsg.cs.ucl.ac.uk/>



# Induction Events

To welcome you properly to UCL, we have a few events that you must attend set up in the first week. All events during this week are **mandatory** and you are expected to attend.

There is also a simplified timetable of events to give you an idea of the length of each session on the next page

1. **Enrolment** this is done by registry and is mandatory for all students. It is your formal registration and you will need to bring some photo ID and your student number with you for this. Overseas students are required to bring their visas too. Further details will be sent to you following your pre-enrolment registration on Portico. Only students who have accepted an Unconditional Offer will be able to pre-enrol, and so also actually enrol at all. Please check your application or contact Admissions if you have not yet received the necessary information. Enrolling should be your top priority as without it you won't be given an IT account, or building access or your necessary letters required for council tax or opening a UK bank account. From **Saturday 24th September to Friday 30th September Student Services in the Chadwick building will be open for enrolment (10:00 to 16:00 Mon-Fri, 10:00 to 14:00 Sat-Sun)**. It is marked on the map as ①
2. **Computer Science Account creation and activation** Come to the Hub Room on the 1st floor at 66-72 Gower Street) between **10:00 and 13:00 on Monday 26th September** and bring your newly acquired student ID card. You will need to fill in a simple form and then you should receive some information in the next few days from our Technical Support Group with your details. Without this account you won't be able to log onto our network or receive vital information relevant to your studies from within Computer Science. Marked on the map as ②
3. **Library Tour and Resource induction**. **Tuesday 27th September at 10:45** in the Science Library Foyer. This is an introduction to all of our physical and online research resources and is specifically for Computer Science PhD students. Marked on the map as ③
4. **Health & Safety, Fire Evacuation Process** **Tuesday 27th September 15:00**, 4.05, 66-72 Gower Street We would also like to ensure that you are aware of our Health & Safety policies and procedures especially regarding fire evacuation and meeting point procedure. 4th Floor of the same building as account creation, ② on the map
5. **Teaching at UCL** is on **Wednesday 28th September at 10:30 in 4.05 66-72 Gower Street**. All of our PhD students are required at some point to gain some experience teaching during their PhD, and also be paid to do so. These are sometimes known as Teaching Assistants, TA's or Demonstrators and this is a brief talk about opportunities and benefits of Teaching at UCL. ②
6. **Volunteering at UCL** is on **Wednesday 28th September at 11:00 in 4.05 66-72 Gower Street**. London is arguably the most diverse city in the world, and the best way to discover it is by getting involved in with the Volunteering Services Unit. UCL has the one of the biggest volunteering departments in the UK – with over 500 different opportunities to choose from – so make the most of us whilst you're here! Also in ②
7. **Zero Tolerance to Sexual Harassment** **Wednesday 28th September 14:00 4.05 66-72 Gower Street**. Same building as Sarah's office, 4th floor. One of our most important policies for both men and women at UCL, please be aware of our policies of what is and what is not acceptable at UCL. ②
8. **Student's Union** **Thursday 29th September 14:30**, 4.05, 66-72 Gower Street. At UCL we have an entire section devoted to and run by PhD students. You can still join all the normal societies and clubs which centre around activities, sports, cultures, religions, and interests which have a larger Welcome Fair in during the weekend after induction week, but this is just for you. We also hope that you will be happy and healthy during your research degree at UCL, but 4 to 8 years is a very long time, and if at any point you need additional support it would be good to know that we have professionals to support you within easy reach. ②
9. **Computer Science Graduate Tutor welcome followed by Party!** To end your first week, the Department of Computer Science would like to welcome you to attend a welcome from our graduate tutor, Professor Anthony Hunter, followed by a welcome party welcome. All current Research students and PhD supervisors are invited to attend and there will be some snacks and drinks, including beer and pizza. **This will begin immediately after the Union event above.** ②
10. **Graduate School Welcome Event** is held on **Friday 30th September at 11:00** in Logan Hall, 20 Bedford Way. This is not hosted by Computer Science but for all new Research Students joining UCL. ④

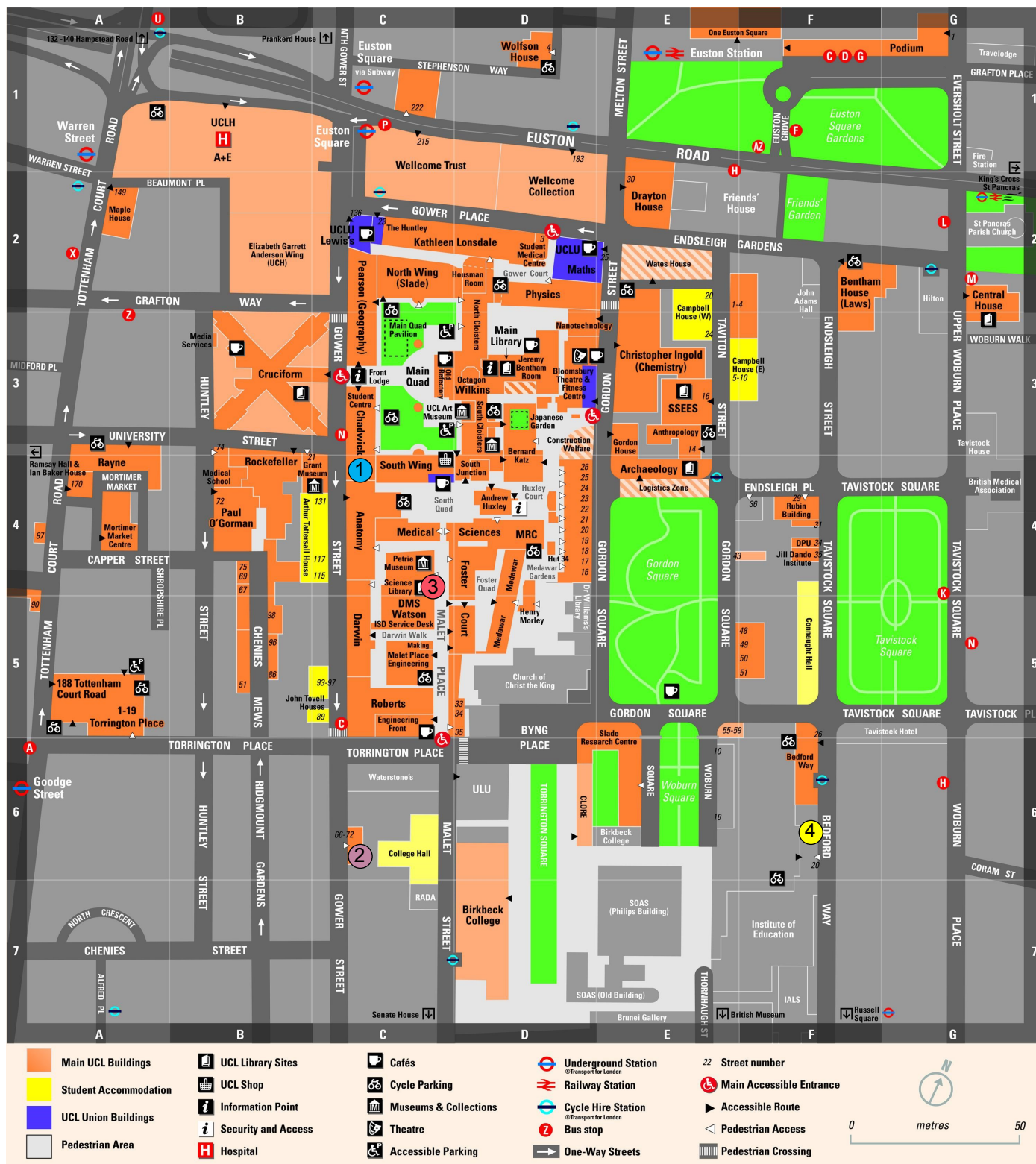


# Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	26	27	28	29	30
06					
07					
08					
09					
10	Computer Science Account creation and activation Hub room 1, 66-72 GS		Being a TA in CS; 4.05, 66-72 Gower Street; Tu		
11		Library Tour and Induction Science Library, DMS Watson Building, Malet Place Turnbull, Sarah	UCLU & Volunteering Induction Talk 4.05, 66-72 Gower Street Turnbull, Sarah		Doctoral School Welcome Event Logan Hall at the Institute of Education, 20 Bedford Way, London WCLH 0AL
12					
13					
14			Zero Tolerance to Sexual Harassment 4.05 66-72 GS	The Students Union & PGR students; 4.05 66-	
15		Health and Safety Induction 4.05 66-72 Gower Street Turnbull, Sarah		Graduate Tutor Welcome 4.05 66-72 GS	
16				Pizza Party Common Room, Gower Street	
17					



# UCL Campus Map



If you don't get a little bit lost at least once in your time then you're an exception (or a homing pigeon in disguise): don't feel bad if you get a bit lost, everyone does! If you ever get really turned around, the Estates team is only a short call away and will be able to give directions. Their number is 020 7679 2102. You can also ask at the reception desk of any UCL building and someone will help.

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

# **Emergency Information**

## **At UCL**

The Security Control Room can be contacted on **222** (from any UCL Phone) or 020 7679 2222 (from any mobile or non-UCL Phone). We will then obtain the full details of the emergency so that all relevant parties (internal and external) can be informed.

UCL Security would like to emphasise to all staff the importance of contacting the Security Control Room when an emergency situation occurs on UCL property.

We have recently experienced calls being made directly to the Emergency Services (from mobile phones) where we have not been informed and when they arrive they have gone to the wrong location or were delayed in attending the incident as there was no-one to meet and escort them. Valuable time can be lost if we are not prepared for the arrival of the Emergency Services even if you are making the call for all the right reasons.

## **Anywhere else in the UK**

If you are not on campus when an Emergency occurs, the UK emergency number is **999**.

## **Not sure if it's an emergency?**

We've all been there: sometimes it's not clear cut if it's actually an emergency and don't want to look silly in A&E, but would also prefer not to suddenly die because you didn't get help. Fear not: in the UK you can call **111** for health queries or **101** for the police and they will advise.

## **Definitely not an emergency, but still important**

If your supervisor or administrator can't help you, or you don't want to speak to them about the problem for whatever reason, our student support and wellbeing team can help you. They can be found in the Chadwick Building, or you can email them [studentstatus@ucl.ac.uk](mailto:studentstatus@ucl.ac.uk). They can advise on practically anything that may affect your time at UCL, but your first port of call for all study-impacting non-emergencies should always be your Supervisor or Administrator.



# NHS and Medical Care

We recommend that all students in the UK sign up to a General Practice (GP) NHS doctor. There is no cost associated with registering with a GP for UK and EU citizens and overseas students will have already been charged £150 when they obtained their visa to have access to this service as a mandatory part of their visa.

You may choose to find a GP close to your home using the NHS GP finder:

<http://www.nhs.uk/choiceintheNHS/Yourchoices/GPchoice/Pages/ChoosingaGP.aspx>

But if not, all UCL students are able to use the NHS Practice at 3 Gower Place. Come to the practice & bring your NHS card (number) if available.

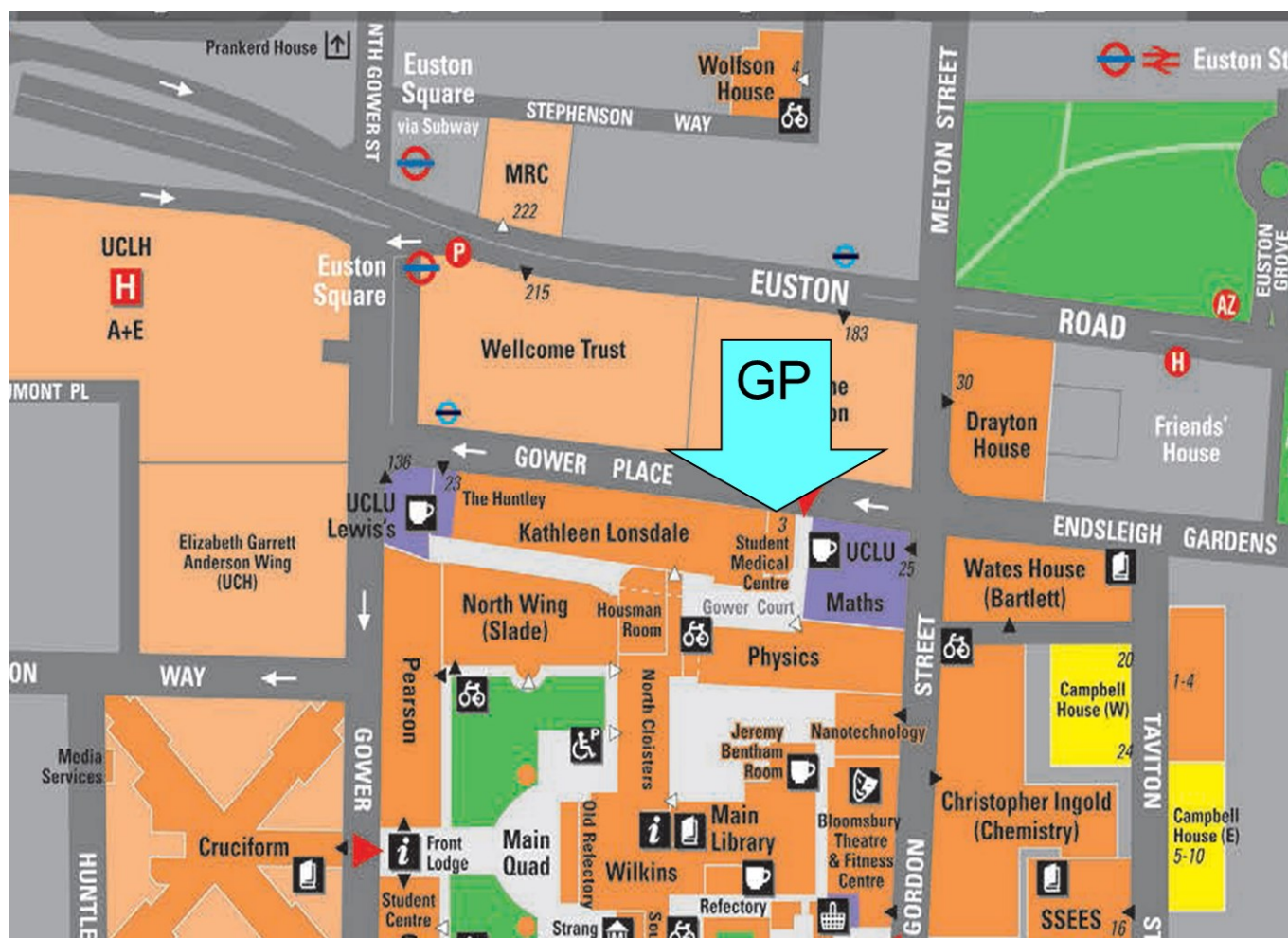
Walk-in surgery available Monday – Friday (9.30am – 10.30am and 2.30pm – 3.30pm) or you can book appointments in advance

[www.gowerplacepractice.nhs.uk](http://www.gowerplacepractice.nhs.uk)

## Late opening for registration

Tuesday- Thursday 23 - 25 Sept 9am- 6.45pm

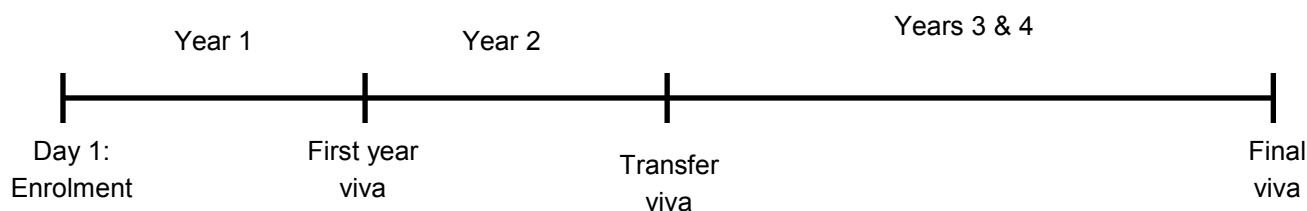
Monday-Tuesday 29 - 30 Sept 9am-6.45pm





# Research Degree structure & Timeframes:

## what is expected of you



That is a really basic timeline of your time here, there will be much more to do, but those are the basic milestones and when you should meet them (note that more time, up to double, is allowed for part-time students) and there's some other things in between too. A more detailed breakdown can be found below.

**Month 0** Registration -- initially MPhil registration.

**Month 0-6** General reading, directed by the supervisor, in the area of interest. This should be to get the student to the sharp end of the area and allow the student to appreciate what the research problems are. A few small, short projects are probably in order to vary the activities being undertaken. Seminars should be given on work done or on papers read

**Months 6-9** More detailed reading in, fairly narrow, more technical areas of a problem --- not a field since we do not wish to inhibit cross-disciplinary thinking. Aimed at becoming expert enough to tackle a thesis project. A smallish focused project is in order here to pin the reading on. Seminars should be given on work done and papers read. A report on the year's activities should begin to be prepared.

**Months 8-9 FORMAL 1ST-YEAR VIVA (10-12 for Part-time)** This is the first major examination, and must take place no more than 9 months from the start date. A feedback activity regarding the student's ability to demonstrate mastery of the literature and state-of-the-art in an area of research. Given a read of the student's report, the supervisor, 2nd supervisor and an 'assessor' review the work done with the aim of providing the student with proper feedback on their work.

**Months 10-21** Detailed work on the thesis project. Give seminars on the thesis work. Towards the end of the period a report needs writing.

**Months 21 FORMAL TRANSFER VIVA (30-36 for Part-time)** This is the second major examination. A substantial project report is expected demonstrating the ability to conduct research, with initial research results, and a plan for completion of the work and writing of the thesis. The outcome of the viva will determine whether the student is allowed to transfer registration from MPhil to PhD. A failure to transfer normally results in the student working toward completion of an MPhil thesis. ***A second attempt at the viva must take place before month 24.***

**Months 22-36** Thesis project work being tidied up and turned into a unified piece of work. Thesis writing being planned and chapters being drafted. Seminars being given.

**Month 36 MOCK VIVA (48-60 for Part-time)** A draft thesis and mock viva. This is to be attended by the supervisor, second supervisor and assessor and any others thought relevant. Thesis submission forms (aka Entry forms) completed and submitted.

**Months 36-42** Complete the writing of the thesis.

**Month 42 (60-72 for Part-time)** Submit thesis. Clearly not all PhD programmes will take this long, and many are such that submission happens earlier than month 42, and even earlier than month 36, for example in month 32. This is to be encouraged, particularly if the student is working with a fixed term of funding (typically 36–42 months duration). The outline above is what we believe to be the longest that a programme should be. No PhD student should be expected to do more than 42 months work. If it transpires that an extra month or two is required to complete the writing up, then so be it. However, the goal is that this should be a rare situation. What might go beyond month 42 is the examination of the thesis. The examiners of the thesis are normally expected to read the thesis with 1 to 3 months and to hold the viva examination very soon after that.

## **Method of Assessment**

Assessment has three purposes in the department. These are, in order of priority:

1. To give feedback to the student on progress during the assessment period.
2. To give the student practice at being assessed in the way that the final thesis will be assessed.
3. To allow the department to monitor the progress of the student.

A number of variations on the theme of annual assessment have been tried by the department over the years with varying degrees of success. We have now settled on a procedure that involves each student writing a report and undergoing a viva at the end of months 9, 21-24 and 36 for full-time students.

For each viva, a report on the previous period's work written by the student, together with any papers written by the student during this period, is examined by a panel of three people; the supervisor, the second supervisor and an 'assessor'. The student then attends a viva with the panel. The panel provides a report paying particular attention to: the technical and professional development of the student; possible directions for further progress; and the relationship of the work to the spectrum of departmental research activities. The panel's reports are reviewed by the or the Research Student Tutor. At the same time a copy of the report is given to the student who has the opportunity to respond to any of the points made.

For the Month 9 viva, the student is expected to indicate an understanding of work underway and the issues to be pursued, preferably with a statement of the problem that the thesis will address.

In the Month 21-24 viva the student should be able to show substantial progress of the research and give a draft contents page for the thesis, indeed having this as part of this report is to be strongly encouraged. This viva normally results in the transfer from MPhil to PhD registration. At this viva, the student should be able to present a fairly concrete contents list for the thesis dissertation. Also they should have a plan for the writing of the thesis. Most of the actual thesis work should be complete but there will be tidying up needed and perhaps the odd extra piece of work to confirm (or deny) issues to be addressed in the thesis.

It should be noted here, that the department expects all students to be aware of other work that is being undertaken in the department and how it relates to their own. Students will be expected to provide evidence of this awareness at the viva.

### **Other Feedback Support**

Students have a need for support in two critical areas. First of all, there is the need for feedback from a wide range of experienced researchers. This is seen as a prerequisite for staying on course and for knowing when enough work has been done prior to submission of the thesis. Presently, the main means of eliciting feedback are by:

- Talking to their supervisor.
- Writing Internal Notes.
- Giving research seminars.

The second critical area is that of receiving advice and guidance in the planning and management of both time and research. These are skills that can take many years to learn. Most research students do not have these skills, and they are critically reliant upon more experienced researchers to advise and guide them. For these reasons a great emphasis is placed on the feedback element of the end of year assessment procedure. This is also the reason why we strongly support the UCL Graduate School, which runs courses on Research Methods, Writing Theses and Papers, and Time Management and all research students are strongly advised to attend these courses early on in their study.

### **Thesis Proposal**

It is expected that the student and supervisor work together during the early part of the second year (and possibly up to the end of the second year) to produce the thesis proposal. In fact, in some circumstances the thesis proposal could be produced during the first year. In this case it would be revised for each following assessment report.

The proposal can be reinforced by specific work schedules, one submitted at the time of the proposal, and revised schedules included in the following end of year reports. These are planning tools; exercises to assure both student and supervisors that what is proposed is feasible. It is important to appreciate that a thesis proposal is not a table of contents and thus has nothing to do with the department's criteria for transfer to PhD.

### **Other Reviews**

In addition to the timetabled assessments, it has been suggested by some students that there should be a review-on-request mechanism that allows student or supervisor to call for a review at appropriate points in the research. For the review, the student and supervisor would propose a panel to meet, say within the month, and review whatever the student has prepared. The student, supervisor or department could request that the panel prepare a report similar to the current timetabled assessment document.

The department does not have the resources to adopt such a procedure formally, although there is nothing to stop such a procedure happening if the supervisor and student so wish or for exceptional circumstances. The department does appreciate that the timetabled vivas arrangement can be insufficiently flexible at times. In some cases an accident of timing may result in a critical milestone being reached just a month or two after the assessment date. It is expected that relatively few students will need to take advantage of this mechanism. It should not be supposed that the introduction of these sort of reviews lessens the importance of the timetabled assessments; these will remain the main assessment procedure in the department.

## **Transfer from MPhil to PhD**

Students are initially registered for the MPhil degree. Unlike many universities, we do not automatically transfer students to PhD registration at the end of the first year, after a successful viva. Instead we have a policy of waiting towards the end of the second year, when the student can usually provide the basic structure of their thesis. If it is recommended that the student should make a second attempt at the viva, then this second attempt must take place before month 24. If the student is unable to pass the viva after a first or second attempt, the implication is that the panel do not feel that the student can achieve a successful PhD and should instead write up the work done so far and submit for an MPhil degree. It is expected that such a submission would happen by the end of month 26 or if necessary month 27. Such an occurrence is and should be very rare.

Once the recommendation to transfer from MPhil to PhD is made there is a very simple administrative procedure to follow which can be implemented in a few days at most. As the university regulations forbid submitting the thesis less than four months after entering for the examination, we would expect that all transfers will be agreed no later than six months before the expected submission date.

It must be emphasized that all students accepted as research students in the department are regarded as being capable of completing a PhD. If, after the passage of time, this no longer appears to be possible, then the department alerts the student to this fact and recommends the student to aim to complete for an MPhil. More often than not, this approach causes the student to re-appraise their work effort and approach, so that they end up submitting for a PhD with the support of the department.

## **Structure of a thesis**

It is advisable for all students to look at some theses in their topic area early on in their studies to see examples of the goal of those studies.

The actual chapter structure of a thesis is dependent on the topic addressed and the personal style of the student. However, the following is a fairly generic structural guideline for a good thesis:

### ***Abstract***

This should be a one page summary including the area of study, the questions addressed, the achievements of the work and the future directions. Its main purpose is to categorize the work, in particular so that examiners can be chosen.

### ***Introduction***

This should be a short chapter 'setting the scene'. It should include a description of the area of study, the problems found in the area, the particular problems addressed in the thesis (the 'thesis statement'), why the question is important and how it relates to future work in the area, what the thesis achieves with respect to the thesis statement and the area. This section should finish with an annotated guide to the rest of the thesis, indicating how each part contributes to the questions set in the thesis statement. This part should challenge the reader to ensure that they understand the central thesis statement and ensure they want to read the rest of the work.

### ***Body***

This sequence of chapters should include the following material:

- Background work in the area; a literature survey.
- Closely argued treatment of the problems in the area, highlighting those that will be addressed. The thesis statement with justification of its importance and connection to the area.
- Detailed plan how the thesis statement will be 'proved'.
- Exposition of the work done.
- Detailed coverage of the results and achievements.
- Evaluation.

### ***Conclusion***

Summary of the thesis statement and results. Problems and/or incompleteness with the work. Future work to be done by others.

The regulations do not specify a maximum length of thesis for Computer Science but the range 80,000--100,000 words is a good guide for the maximum; this means about 300 pages maximum. Normally theses are between 100 and 250 pages. A thesis must challenge the reader to read, whether or not the thesis statement is controversial. If the subject is controversial, it is important to ensure proper and detailed argument of the points. This, however, does not mean that non-controversial thesis statements admit sloppy argumentation or writing.

Addressing a controversial issue or obtaining a potentially controversial result never, in itself, leads to failure, the thesis is judged on its merit as a piece of scientific or engineering work. If examiners start trying to fail students simply because they disagree with the results, then we bring the full force of the departmental and college administration into action in defence of the student. Fortunately, this situation very rarely occurs.

One piece of advice though: Students should always invite their supervisor to be an observer at the viva. This is the surest way of avoiding the sort of situation indicated above.

## **Getting ready and actually submitting your thesis**

Having transferred to PhD registration, and at least 4 months before submitting the thesis, a thesis entry form must be submitted. Once the entry form has been received by UCL Registry and Academic Services, the thesis itself can be submitted between 4 months and 18 months later. The expectation is that 5 months will be the average.

Please make a copy of the completed entry form prior to submitting it to Registry and Academic Services and give it to the Postgraduate Administrator.

At this point college administration swings into action. Within 2 weeks (usually), the supervisor is asked to suggest examiners. These suggestions are then sent to Registry and Academic Services who verify that the examiners appointed have the relevant experience.

Once the thesis is submitted, the supervisor is asked to contact the examiners and arrange a time for the viva. The examiners are free to choose the length of time they need to examine the thesis but 1 or 2 months is usually the time required. The viva must only happen after the examiners have completed their reading of the thesis.

After the viva, the student may be asked to make changes, usually within three months. In unfortunate circumstances, the student may be told to 'resubmit'. This means significant and major changes have to be made to the thesis and that thesis submitted.

Assuming no problems, and adding all this together, we have a 36–42 month programme followed by a, usually, 3 month period till the final pass and then a further 1 or 2 months to award of the degree. In most cases, the student can be working during the period of the examination of the thesis. Technically though the student must remain resident in this country between submission and viva. Overseas students are exempt from the rule but should remember that the viva will be held in London.

UCL regulations require all PhD students to submit their thesis within 10 years following their initial registration.

## **Research Log**

The research log is a mandatory part of UCL's doctoral programmes and is run by the Doctoral School. It provides a framework for recording details related to research such as supervisory meetings and also activities concerning academic and skills development. So for example, you can set up meetings with your supervisor, record any conferences you present at, and log the training points accrued for departmental- and UCL-run workshops and courses which you attend.

The mandatory section of the Log is the section for submitting 'review forms' which should document more 'formal' meetings with your supervisor rather than your usual weekly meetings. You should submit a document for the review and submit it to your supervisor for signature.

## **Engagement Monitoring**

UCL requires that all their students remain in contact with their supervisors and engaging in their course at least once per month. We track this by self-reporting where you may either email Sarah with the date of your last meeting and cc your supervisor, or alternatively there is a form which is available to download or physically available on reception at MPEB or 66 GS which you can pick up and get your supervisor to sign. This is particularly significant for students here on a t4 visa as UKVI use this data to confirm our continued support for your visa and without it you may lose your visa and be deported.

[http://www.cs.ucl.ac.uk/teaching\\_learning/philphd/form\\_templates/](http://www.cs.ucl.ac.uk/teaching_learning/philphd/form_templates/)



## **Conference funding**

If you are lucky enough to be funded by a studentship, they often come with additional funding to support your research (usually £1,000 per year. If you do not have any funds remaining or you are a self-funded student or if your studentship does not come with a research costs fund, then the Department may offer support for conference funding. If you would like to obtain funding to attend a conference, please ask your supervisor to complete a Student Conference Funding Form. Once the form has been completed send it to the Graduate Tutor cc. the Research Student Administrator, so that your request can be assessed and approved by the Graduate Tutor.

The list below details information that needs to be completed on the form.

- Name of student
- Funding e.g. self-funded/project funded (including name of project/studentship)
- Name and date of conference
- Paper/poster
- Amount requested, including a full breakdown of costs: travel, accommodation, conference registration, subsistence etc.
- Proof of acceptance
- Supporting statement from Primary Supervisor

If your request has been approved, please arrange with Finance (room 5.17 MPEB) for your travel, accommodation and insurance (not including any extended personal travel) to be booked. We recommend that you book through Finance so that best rates can be negotiated with UCL's suppliers. Subsistence and any additional approved expenditure will be re-imbursed on receipt of an expenses claim form. The form can be downloaded from UCL's Finance and Business webpage. Please hand in the completed form including receipts to the Research Student Administrator.

NB. It may not be possible to accommodate requests to pay conference registration fees but every effort will be made to do so.

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphilphd/travel\\_blog/](http://www.cs.ucl.ac.uk/teaching_learning/mphilphd/travel_blog/)

## **Holidays, Internships, sickness and absence**

Although you have no taught components or daily role-call on a Research Degree, you are still expected to treat it a bit like a job, and turn up regularly and inform us if you are going away for a while. This can be done by completing either a Study Leave or Interruption request form.

**Interruptions** are effectively “pauses” for your degree and can be used so that you don’t incur fees during that time. The interrupted time will be added to the end of your registration as if the time did not happen. They should be requested in advance where possible, but understandably it is not always possible, especially for a period of sickness. You will be required to provide some evidence to support your request (a letter from your doctor, your internship offer letter, etc). This will also interrupt any visa support and any paid studentships.

**Study Leave** works a lot like annual leave in normal jobs. You don’t need a reason, but you won’t get extra time at the end. This will not affect your studentship but will still impact your visa.

[http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

# Forms and Procedures

All of our forms can be downloaded from our website, the trick is knowing where. They can also be found in the index pages of this booklet, but you might find it easier to download the .doc version instead. You can also email your Administrator if you aren't sure if you have the right form, or aren't sure how to fill it in.

## Exam Forms

### *First Year Viva*

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphil\\_phd/forms\\_guidance\\_supervisors/first\\_year\\_viva/](http://www.cs.ucl.ac.uk/teaching_learning/mphil_phd/forms_guidance_supervisors/first_year_viva/)

You will need to submit a Report and summary form to your supervisor, assessment panel, the graduate tutor and your administrator before the date of the viva. Once that is done, your assessment panel should complete the feedback form and send a copy to you and your administrator so that your progress can be noted.

### *Transfer Viva*

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphil\\_phd/forms\\_guidance\\_supervisors/transfer\\_viva\\_transfer\\_of\\_registration/](http://www.cs.ucl.ac.uk/teaching_learning/mphil_phd/forms_guidance_supervisors/transfer_viva_transfer_of_registration/)

As with your First Year viva, you will still have to submit a report and summary form a few weeks prior to the viva to your supervisor, assessment panel, the graduate tutor and your administrator. After you have passed your viva, the examiners will need to provide a feedback form to you and also complete the necessary **change of registration form** - this is very important as without that you will not be swapped from MPhil to PhD so will not be allowed to go onto CRS or submit your final thesis.

### *Final Viva and Thesis submission*

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphil\\_phd/forms\\_guidance\\_supervisors/thesis\\_submission/](http://www.cs.ucl.ac.uk/teaching_learning/mphil_phd/forms_guidance_supervisors/thesis_submission/)

This is it. The end is in sight and you are almost there. As expected with the big one, there's a fair amount more bureaucracy and admin involved, so here is a step-by-step guide:

1. **Four months prior to submission** of your thesis you and your supervisor will need to complete an Exam Entry Form and Examiner Nomination form. This can take a minimum of 4 weeks, so it is important that these are submitted early as if there are any queries on suitability then it can take up to 4 months.
2. **Four weeks prior to the viva** you will need to submit two softbound copies of your thesis to Student Records who will deliver it to your approved examiners. You must not, at any point prior to your viva, contact or speak to your examiners as this can compromise the integrity of the examination. This includes emailing them to praise them or thank them for agreeing to act as an examiner (you laugh, it's happened).
3. **The day of the viva** you will have the option to allow your supervisor to attend, but they cannot advise you at all. It will last around 2-3 hours and you are encouraged to enjoy it: this is your best opportunity to really discuss your work and research which you have carried out over the last 3-4 years; it can be intense, and scary (I won't lie) but it can also be a wonderful opportunity to discuss your work with a relevant, highly esteemed, expert in your field of research. Once it's over you will probably be told the result informally. Remember it is extremely rare for anyone to receive no corrections at all, so do not feel that you have failed if you do.
4. **After the viva** initially it is customary for you to celebrate in a nearby pub with your supervisor and friends, regardless of the outcome. After that, if you are in the majority, you will need to submit corrections to the nominated checker (usually the internal examiner or your supervisor) who will notify registry that your corrections have been accepted.
5. **Final submission and award** will require you to submit an e-thesis agreement and copies of your thesis. You are normally awarded at the end of the calendar month, but the ceremony may not take place until the following September, or the one after that if you submit May or later that year. You will be able to use "Dr" from the award date, the ceremony is really that, not the actual award.

## **Other Forms**

### ***Interruption request***

<http://www.cs.ucl.ac.uk/?id=3433>

As previously mentioned, it is recommended that you apply for an interruption if you are unable to research or work for any length of time.

### ***Study Leave***

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphil\\_phd/forms\\_guidance\\_students/study\\_leave/](http://www.cs.ucl.ac.uk/teaching_learning/mphil_phd/forms_guidance_students/study_leave/)

### ***Transfer to Completing Research Status (CRS)***

<http://www.cs.ucl.ac.uk/?id=3428>

Once you have completed your transfer viva and 3 years of study, and you are just writing up your thesis before your submission, you are allowed up to one year of CRS. The major benefit of CRS is that you do not need to pay any fees while you are on CRS. The downside is that you will no longer be entitled to a desk or any space at the Department.

### ***Extension Requests and Late Submission***

<http://www.cs.ucl.ac.uk/?id=3431>

Sometimes things do just get in the way, or things take a little longer than you expected. As with most things in life, there is a form for that. You and your supervisor will need to complete the form and write an explanation as to why it is necessary and when you expect to be done.

### ***Conference Funding Request Form***

<http://www.cs.ucl.ac.uk/?id=7114>

### ***Withdrawal of study***

[http://www.cs.ucl.ac.uk/teaching\\_learning/mphil\\_phd/forms\\_guidance\\_supervisors/withdrawal\\_of\\_study/](http://www.cs.ucl.ac.uk/teaching_learning/mphil_phd/forms_guidance_supervisors/withdrawal_of_study/)

We hope that you will not need to withdraw, but sometimes it is the best option and we will respect that decision.

**There is no form for this**, all you need to do is email your Administrator and let them know your last date of attendance and reason for withdrawal. You will be welcome to reapply if you would like to come back, but unfortunately at that point you will be no longer officially a UCL student.

# Working During Your Studies

While we thoroughly believe that a full-time PhD is actually a full-time job, sometimes a little extra paying work on the side can be very helpful, especially if that work is directly relevant to your research too! For that very reason we encourage our Research Students to get involved with teaching by becoming a Postgraduate Teaching Assistant.

You can find out lots of information here: [http://www.ucl.ac.uk/hr/docs/post\\_grad\\_ta\\_scheme.php](http://www.ucl.ac.uk/hr/docs/post_grad_ta_scheme.php) but you are also likely to hear about specific opportunities as they arise in your department via email.

## Living In London Tips

If you've ever lived in London, you'll probably not need any of this, but if you come from anywhere else in the world, some of these tips might be helpful.

### Transport

Try to live as close to UCL as possible, but it's not always possible to get within walking distance unless you are either very lucky or extremely wealthy. Driving in central London is not only costly due to the congestion charge, it's also ill-advised and you are unlikely to find a free parking spot; the good news is that the public transport is fantastic (although it is traditional to complain about it, much to the same degree as drinking tea or discussing the weather. This is cultural, but seriously most of London would be very sad if we lost our tubes, buses or trains). Invest in an Oyster card, it can be used on all forms of public transport and can have travel-cards added to them.

As a student in London, you can benefit from the TfL/National Rail Student Oyster photocard scheme. This offers 30% off all adult travelcards and bus passes valid for a week or more. Full details are available at [www.tfl.gov.uk](http://www.tfl.gov.uk).

### *Tubes*

UCL is within walking distance of quite a lot of tube stations, so this is a particularly convenient way to get here. The closest tube stations to UCL's Gower Street site are Euston Square (Hammersmith and City, Metropolitan and Circle lines), Warren Street (Northern and Victoria lines), Euston (Northern, Victoria and Overground lines) and Russell Square (Piccadilly line).

**Practice proper tube etiquette.** As this is a hot-button issue for most Londoners, I thought I'd break it down into helpful bite-sized chunks:

- When on the escalators, **stand on the right and walk on the left**. There are signs. And announcements.
- During rush hour, **walk off** the escalator. Standing for those last few steps will bring the whole thing to a crashing halt within seconds.
- There are clearly marked **priority seats**. They are for the elderly, disabled, pregnant or otherwise standing-impaired. If you are able-bodied and sitting in one of these seats you are expected to give it up. All other seats are fair-game.

It may be strange, but **don't make eye contact or be unnecessarily friendly** to anybody on public transport; you'll just make us uncomfortable.



## ***Buses***

Buses are a great way to see London and the actual walking distance between places. If you are lucky enough to get the front seat on top of a double-decker bus you can pretend you are driving a giant robot to UCL every day. Which is definitely not what I do. At all.

**They do not take cash so have an oyster or contactless payment card ready to use these!**

Services to stops near UCL include route numbers: 10, 14, 24, 29, 73, 134, 390

## ***Taxis***

These are expensive, but sometimes necessary. Although buses do run at night, they don't run to the same route and they are not as regular. The iconic black cab can be a godsend when it is most needed, but sometimes it can be tricky. Remember Unbooked minicabs are illegal. You may be approached by minicab drivers seeking passengers or offering a service; avoid this as these are unsafe, unlicensed, uninsured and illegal and you put yourself in danger if you use these services. Only taxis (black cabs) can be stopped by customers and can pick up off the street. They are all metered with a minimum fare of £2.40. If you cannot see the driver's ID/ licence and the meter, get out, it's not worth it. You can pre-book perfectly legal private hire cars and these are often cheaper. Many Londoners use apps such as [Uber](#) which can be quick, convenient and cheap.

## ***Quickest Routes***

While Google maps can provide you with some routes, there is no better alternative to [Citymapper](#). You can thank me by not getting as lost as I did before finding this.

## **Finding somewhere to live**

It is commonplace in the UK that people share homes - particularly in London as the cost of living is so high. It's not surprising for a couple to share a flat with others, so to live in London comfortably you may have to alter your boundaries regarding privacy. You may also get to live in a much larger/spacious property if you house-share.

Another thing to consider is that no one lives in Zone 1 as designated on the Tube map - this area is considered incredibly expensive, and therefore any property that you will find there will be exponentially more expensive than property in similar condition elsewhere. If you see something in Zone 1 that seems too good to be true - it probably is (unless it is an official UCL or University of London hall of residence, if you can obtain a place in one).

For reference, outside of Zone 1 but within 10 - 15 minutes of Central London, people spend at least £600 for a room and £1200 for a small studio.

UCL Student Accommodation is able to offer limited assistance to students seeking privately let flats and lodgings, through suitable agencies and by means of the UCL guarantee scheme. Those students who wish to obtain private lodgings or flats, and those unable to secure a place in UCL or intercollegiate residence, are also advised to contact the University of London Housing Services, whose work is exclusively in the private sector.

**Never agree to rent a room in London until you have physically visited it, photos are misleading and if it sounds too good to be true, it probably is.**

## **Fun Stuff**

**A day of sun is a day of fun.** Look, it's not always raining here (in fact, we've had a gorgeous summer this year), but generally, truly glorious days are few and far between. As such, Londoners are excellent at fun-on-the-fly, so blue skies and warm temperatures have a way of making people shrug off prior commitments and make ad-hoc plans to enjoy them (not that I'm condoning calling in sick to have a picnic in the park, or anything...).

Speaking of parks, Londoners love to **go green**. Over one third of this city is covered in public green space, in the form of large royal parks, small squares and urban gardens. Bonus: you can legally drink in these places. Grab some mates and go do that.

**Get some culture.** In many large cities, there's a (however misguided) idea that the history and culture is for the tourists, and citizens tend to eschew museums and galleries. Not so in London; this city's museums are packed with locals. It helps that most permanent exhibitions are free, but the real draw is the late openings, which happen weekly or monthly, depending on the venue. Imagine strolling through the National Portrait Gallery on a Friday evening with a glass of wine in hand, or taking a date to the Science Museum on a Wednesday, where you'll have beer and gelato and do experiments (meant for kids but fun for all ages) until you're both giggling nonstop.

## **Get a UK mobile phone**

The UK has an excellent mobile phone network operated by four big companies (EE, O2-UK, Vodafone UK and Three). Each offer a large variety of contracts with handsets, SIM-only contracts or Pay As You Go SIMs. Not only is your mobile going to be vital for keeping in touch with friends, family and colleagues, you are also likely to benefit from internet access. Therefore, a contract-based deal will probably be more economical since each operator offers economical call, text and data packages. If you are likely to be visiting home a lot, make sure you enquire about international roaming options.

## **Open a UK bank account**

Opening a UK bank account is by far the safest and most effective way of managing your money as an international student. However, the process can often be quite long and complicated so it is important that you are patient and prepared. Some of the main banks in the UK are: Barclays, HSBC, Lloyds, NatWest, Santander and TSB. These banks normally open accounts for international students if the appropriate documentation is provided and meets their requirements.

UCL does not endorse any particular bank but if you wish to consider opening a bank account with one of the banks mentioned, we have done some research for you and can inform you of the types of bank accounts they offer. Also, be aware that not all UK banks offer accounts to international students. More information can be found at:

<https://www.ucl.ac.uk/iss/before-you-arrive/bank-account>

## **Faith in London and at UCL**

London has centres of worship for a multitude of faiths and in the last census in 2011, the largest religious groupings are Christians (48.4 per cent), followed by those of no religion (20.7 per cent), no response (8.5 per cent), Muslims (12.4 per cent), Hindus (5.0 per cent), Jews (1.8 per cent), Sikhs (1.5 per cent), Buddhists (1.0 per cent) and other (0.6 per cent). UCL has its own Interfaith Advisor, Rev Charlotte Ballinger and more information on that and places of worship near UCL can be found at <https://www.ucl.ac.uk/srs/chaplain/chaplain>

## **Food, groceries, etc**

London has lots of different places to eat, but they can be expensive, unhealthy and inconvenient to obtain every day for 4 years. Cooking at home is advisable, and there are several stores (known as supermarkets) that will have most basic groceries at affordable costs and may even deliver for a small fee. The main ones are Asda, Morrisons, Sainsburys and Tesco, but there are many more that vary in prices (Lidl and Aldi are notable budget “no frills” stores, whereas Waitrose, Marks & Spencer and Whole Foods are more upmarket expensive stores).

### **Other British Culture tips**

As with other countries, the UK comes with its own social norms and faux pas that you may not be aware of and could be helpful for you to know.

1. "Please and Thank you"; these words will get you very far and are used in abundance by Brits. "I'm sorry" and "excuse me" are also good words and good manners are highly valued and appreciated.
2. Not being loud, calling attention to yourself or complaining. The British hate drawing attention to themselves or "making a fuss". They may save complaints for later or do so discreetly. Remember that even though English is the native language, many people are multi-lingual in London, so if you would not like someone to hear what you are saying, do not say it in front of them in any language.
3. Queuing etiquette; whether you are in line for a bus, at a bar, or anywhere else, don't try to jump the queue and always indicate whether someone was there before you and that you've acknowledged their superior position in line. This is probably the one thing that will make most Brits ignore tip #2 and be loud.
4. "Banter" and British humour. Many Brits have a fiercely sarcastic sense of humour and often engage in "banter" or "ribbing", which is intended to be a friendly interaction and not offensive. Often Brits are extremely polite and friendly to strangers and acquaintances, but are instead very rude to people they consider friends. Try not to be offended, but if you are, politely tell them that you do not appreciate it and move along. Or learn to dish it out.
5. Politics, religion and money: These topics are generally avoided with close relationships. Do not ask as they are highly personal questions and do not feel obliged to share your own views at any point. Instead you can stick to the F.O.R.D. code: Family, occupation, recreation, dreams (as in aspirations, but literally talking about dreams is also acceptable).
6. Cockney Rhyming slang; not every Londoner will understand it, and the ones that do are unlikely to use it. In the same way most Londoners won't say "Cheerio", "pip pip" or "guvna". It's not offensive if you try to use them, but it is weird and you may be on the receiving end of some uncomfortable looks.
7. The Pub ; Historically, pubs have been socially and culturally distinct from cafés, bars, bierkellers (German beer halls) and brewpubs. Most pubs offer a range of beers, wines, spirits, soft drinks, snacks and sometimes hot cooked food known affectionately as "pub-grub". The writings of Samuel Pepys describe the pub as the heart of England, and is where many people go to socialise. As of 2007 it is illegal to smoke indoors in all public places in the UK including pubs.

There's lots more to learn, but that's a few little tips.



## **Index of Forms**

*All current forms and what they look like. Once your section is complete, please return them to the Research Student Administrator to obtain signatures.*

First Year Report Form

First Year Viva feedback form

MPhil-to-PhD Transfer Report

Upgrade Panel Report

Research Degree Exam Entry

Nomination of Examiners

E-thesis Deposit

Interruption of Study

Study Leave

Transfer to CRS

Extension to CRS Request

Conference Funding Request

Meeting Log Form

**Please be aware that these forms are current for 2016/17 but may be updated. The most up-to-date version will always be available on our website**







## First Year Report Form

**This form should be completed and accompany your 1<sup>st</sup> year report, which is due by the end of Month 9 of your Ph.D. studies.**

**Please ensure it reaches the assessor and 2<sup>nd</sup> supervisor by the agreed date – usually 1-2 weeks before the viva.**

**It is your supervisor's responsibility to arrange the assessor and date of the viva.**

***After being notified of the outcome of the viva by your assessor/supervisor you must update your Research Log.***

Name of candidate:

Preliminary Ph.D. Title:

Starting date:

Date of Report:

1<sup>st</sup> Supervisor:

2<sup>nd</sup> Supervisor:

Assessor:

## 1. Problem statement

*Describe the research problem that your work is addressing (5-6 sentences)*

## 2. Literature reviewed

*List the areas of research literature you have reviewed*

## 3. Conclusions from literature review

*Summarise the main conclusions from the literature review (5-6 sentences)*

## 4. Proposed contribution

*Summarise the contribution your PhD will make (5-6 sentences)*

## 5. What is the scope of the thesis?

*State the boundaries of your research – what will be covered, what not?*

## 6. What research needs to be carried out to achieve contribution?

*List all activities (reviews, studies, experiments, simulations, etc.) which need to be carried out. For each activity, state*

*- purpose of activity*

*- expected outcome*

*- how long it will take to complete*

## 7. How will the contribution be validated?

*State how your contribution will be validated (5-6 sentences)*

## 8. Timetable

*Attach a timetable or chart of planned research activities.*



## First Year Report & Viva - Feedback Form

**This form should be completed by Assessor and 2<sup>nd</sup> supervisor immediately after the 1<sup>st</sup> yr viva. Complete electronically and send to the candidate, the 1<sup>st</sup> supervisor, the PhD Tutor (Anthony Hunter) and the Postgraduate Administrator (Sarah Turnbull)**

***Supervisors: after being notified of the outcome of your student's viva please make sure that they update their Research Log.***

Name of candidate:

Preliminary PhD Title:

Starting date:

Date of Report:

Date of Viva:

1<sup>st</sup> Supervisor:

2<sup>nd</sup> Supervisor:

Assessor:

## 1. Chosen research topic

*Is the proposed research topic PhD-worthy? If not, how could it be changed to make it that?*

*Is the research timely?*

*Is the candidate aware of ongoing research developments relevant to his/her research? If not, please state which ones s/he needs to be aware of.*

## 2. Literature reviewed

*Has the candidate reviewed all relevant literature? If not, please state which areas and/or specific publications should be added to the literature review.*

*Is the literature review structured? Should the structure be changed?*

*Is the candidate presenting a critical review of the literature – i.e. have key publications been identified, and has candidate identified strengths and weaknesses of literature reviewed?*

## 3. Conclusions from literature review

*Does the candidate identify “state of the art” in his chosen research area?*

*Are conclusions drawn by the candidate correct? If not, please identify those that are not.*

## 4. Proposed contribution

*Is it clear what contribution the proposed research will make?*

*Will the contribution be significant and timely?*

*Is the research direction and plan grounded in results of literature review?*

## 5. Scope of the thesis

*Is the scope of the thesis right – i.e. if the proposed work is not enough, or too much for a PhD, please state how it should be changed.*

## 6. Research activities

*Have all necessary research activities been identified? If not, state which are missing.*

*Are the proposed activities methodologically sound, and practical?*

*Are the proposed timescales for the proposed research activities realistic?*

*What are the risks for the proposed activities?*

## 7. Validation

*Has the candidate identified a valid “test” for the validity of the contribution? If not, please suggest how contribution should be validated.*

## 8. Timetable

*Is the timetable realistic – if not, please suggest how it should be modified.*

## Written presentation

*Please provide any comments you have on the written presentation of the report:*

*Structure*

*Clarity*

*Expression*

*What should be added or improved in future reports?*

## 10. Viva feedback

*Was the candidate able to explain the research problem and proposed contribution?*

*Was the verbal presentation of adequate?*

*Did the candidate understand questions put to him?*

*Was the candidate able to explain and defend his work to date and research plans?*

## 11. Summary

*Should the candidate pass the 1st-Year viva?*

*If yes, do you have any advice or comments for the candidate that might help with his/her future research?*

*If not – what course of action do you propose?*

*Is the supervision arrangement working? If not, what is needed?*

***Supervisors: after being notified of the outcome of your student’s viva please make sure that they update their Research Log.***





## MPhil-to-PhD Transfer Report Form

**This form should be completed and accompany the report you are preparing for your MPhil-to-PhD transfer.**

**Please ensure it reaches the assessor and 2nd supervisor by the agreed date – usually 1-2 weeks before the viva.**

**The form and report should have been checked and agreed by your supervisor first.**

**After being notified of the outcome of the viva by your assessor/supervisor, you must update your Research Log.**

**Name of candidate:**

**Thesis Title:**

**Starting date:**

**Date of Report:**

**1<sup>st</sup> Supervisor:**

**2<sup>nd</sup> Supervisor:**

**Assessor:**

## **Problem statement**

Describe the research problem that your work is addressing (5-6 sentences)

## **Literature reviewed**

List the areas of research literature you have reviewed.

## **Conclusions from literature review**

Summarise the main conclusions from the literature review for your thesis (5-6 points)

## **Proposed contribution**

Summarise the contribution your PhD will make (5-6 sentences)

## **Scope of the thesis**

State the boundaries of your research – what will be included, what not?

## **Research Progress**

List the activities (reviews, studies, experiments, simulations, etc.) that you have carried out, and their results.

What activities still need to be completed?

How many thesis chapters have you completed to “final draft” standard?

## **Validation of contribution**

State how your contribution will be validated (5-6 sentences)

## **Timetable**

Attach a timetable or chart of remaining activities.



## Upgrade from MPhil Degree to PhD Degree UPGRADE PANEL REPORT

**Student:**

*(Please enter full name and title)*

**Student Number:**

*(Please enter student number if known)*

### Supervisory Team

Principal Supervisor:

Subsidiary Supervisor:

*(Please enter names of Supervisory Team)*

**Thesis Title:**

*(Please enter provisional thesis title)*

### Composition of the Upgrade Panel:

Chair:

Other members:

*(Please enter full names of each member of the panel, including their position in relation to the student i.e. Subsidiary Supervisor, DGT etc.)*

**Date of Upgrade:**

I confirm that the date of the Upgrade Viva falls within the Upgrade timeframe as defined by the regulations: ☐

If Upgrade has taken place outside this timeframe, please comment on the extenuating circumstances:

**Please Note:** This report on the outcome of the Upgrade should be signed and submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature, and thereafter retained in the Department. This report should be copied to the Student, Supervisors and the Head of Department.

**N.B. Student and Registry Services (Student Records) should also be notified by the Departmental Graduate Tutor when the student has successfully upgraded.**

### SECTION A: Summary of Upgrade Outcome

The Upgrade Panel confirm that they have reviewed the Upgrade Reports submitted by the student and by the Principal Supervisor, and have also examined the student orally. ☐

The Upgrade Panel further confirm that they have satisfied themselves that the student:

*Please check the box against the following criteria for Upgrade:*

- |   |                          |
|---|--------------------------|
| i) Is committed to pursuing research at UCL leading to the PhD degree.  | <input type="checkbox"/> |
| ii) Has achieved satisfactory progress in the work, so far.   | <input type="checkbox"/> |
| iii) Has demonstrated sufficient awareness of the context of the work and completed such tasks as a review of the relevant literature and a bibliography.   | <input type="checkbox"/> |
| iv) Has demonstrated the ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme.   | <input type="checkbox"/> |
| v) Has achieved satisfactory technical and generic skills development (students funded by funding bodies, such as the Research Councils, must meet the specific requirements stipulated by those bodies). | <input type="checkbox"/> |
| vi) Has formulated a viable plan for the work.  | <input type="checkbox"/> |
| vii) Has considered the research ethics dimensions of the project and applied for ethics approval from the relevant Research Ethics Committee if appropriate.   | <input type="checkbox"/> |
| viii) Has completed the appropriate sections of the Research Student Log.   | <input type="checkbox"/> |
| ix) Has demonstrated English Language proficiency, both written and spoken.   | <input type="checkbox"/> |
| x) Meets any other Department or Faculty criteria.  | <input type="checkbox"/> |

Please comment in Section B below, and provide feedback if you are not satisfied in any of the above.

The Upgrade Panel confirm that they have determined ONE of the following:

**Upgrade – 1<sup>st</sup> Attempt**

1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status: ☐
2. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt with the need for a second viva. ☐
3. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt WITHOUT the need for a second viva. ☐

**Upgrade – 2<sup>nd</sup> Attempt (if applicable)**

1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status: ☐
2. The Student has NOT met the criteria for the Upgrade and should remain registered for the MPhil: ☐

**SECTION B: Upgrade Panel Joint Report**

*This section of the report should be completed by the Upgrade Panel and give the grounds on which the Upgrade decision is based. This should include, if applicable, feedback on the specific criteria to be met after a first failed attempt or the criteria that have not been satisfied after a second failed attempt.*

**SECTION C: Upgrade Panel Signature Confirming Result of the Upgrade**

Declaration: **We confirm this is the Upgrade Panel Report for the above named student.**

Signed (Chair of Panel):

(Please print name)

Date:

Signed (Panel member):

(Please print name)

Date:

Signed (Panel member):

(Please print name)

Date:

Signed (Departmental Graduate Tutor):

(Please print name)

Date:

**UCL STUDENT AND REGISTRY SERVICES**

Research Degrees

Assessment and Student Records

UCL, Gower Street London WC1E 6BT

Tel: +44 (0)20 7679 7379/3063 Fax: +44 (0)20 7679 7920

researchdegrees@ucl.ac.uk

**RESEARCH DEGREE EXAM ENTRY**

Please read the guidance notes before completing this form. Complete clearly in black ink or typescript.

Examination entry for (please tick as appropriate):

Submission ☐Re-submission ☐

Examination to be entered for (please tick as appropriate):

MPhil ☐PhD ☐MD(Res) ☐EngD ☐DDent ☐**STUDENT DETAILS** (as registered on PORTICO)Surname: Student Number: Forenames: **THESIS DETAILS**

Approved Field of Study (this will appear on the statement confirming your award - Not applicable to EngD candidates)

Approved Title of Thesis:

☐ I agree to my Principal Supervisor being present at my oral examination☐ I confirm that my thesis will not exceed 50,000 words (MD(Res)/DDent), 60,000 words (MPhil) or 100,000 words (PhD/EngD)☐ I confirm that I have completed the UCL Research Student Log**CHOICE OF AWARD (FOR STUDENTS WHO FIRST REGISTERED ON OR BEFORE SEPTEMBER 2007)**

- This section is NOT applicable for students re-entering the examination for re-submission of a revised thesis
- Students who first registered on or after 24 September 2007 will enter for a UCL award. If you first registered before this date, you may opt for the award of a degree from UCL or the University of London. This decision cannot be changed once you have entered for the examination.

☐ UCL Award☐ University of London Award

Signature of Candidate: .....

Date: **FOR COMPLETION BY PRINCIPAL SUPERVISOR AND DEPARTMENTAL GRADUATE TUTOR**Full Name and Title: 

Departmental / Contact address:

Telephone: Email: ☐ I will be organising the viva examination.

(If not, please specify overleaf the name, contact address, telephone number and email address of person responsible for arrangement)

☐ Specialist doctorate students – I confirm the candidate has successfully completed all taught elements of the programme and that these are recorded on Portico.

I confirm that this candidate has either already completed, or is expected to complete, a course of study for the research degree noted above in accordance with the Regulations under my supervision. I will notify the Registry immediately if the candidate does not complete the prescribed course. I confirm that the information given above is correct.

Signature (Principal Supervisor): .....

Date: 

Counter-Signature (Departmental Graduate Tutor): .....

Date: 

Please ensure the Appointment of Examiners form (<http://www.ucl.ac.uk/srs/academic-regulations/res-deg>) is completed and returned to Research Degrees, Assessment and Student Records, Student and Registry Services.



**Guidance Notes: Nomination of Examiners Form for UCL Research Degree Candidates**

These guidance notes summarise the UCL guidelines for the completion of the Nomination of Examiners form for UCL research degree level examination candidates. An explanation of the UCL procedure for the nomination and appointment of examiners is available from the following web page <http://www.ucl.ac.uk/srs/academic-regulations/res-deg>

**N.B** This form must be submitted before the candidate submits his or her thesis.

**Section A: Candidate and Supervisor Details**

**Name of Candidate:** Name as it appears on PORTICO and the candidate's UCL Student ID card

**Student Number :** Number as it appears on PORTICO and the candidate's UCL Student ID card

**Principal Supervisor/Subsidiary Supervisor:** Please provide details of the candidates' Principal and Subsidiary Supervisor, or the supervisory team (where applicable), to administer the nomination and appointment of examiners. Please include email addresses and telephone numbers. Departments are required to ensure that students' supervisory details are kept up-to-date on Portico.

**Section B: Description of Thesis to be Examined**

**Thesis Title:** Full title of thesis as approved on the examination entry form

**Thesis Description:** Please cut and paste a description of the thesis as supplied by the candidate. The description should provide an overview of the thesis and enough information for a judgment to be made about the expertise required for its examination, but should not exceed 300 words.

**Section C: Nominated Examiners**

**Examination Team:** UCL's Research Degrees are examined by two examiners: one Internal Examiner, and one External Examiner. In exceptional circumstances two external examiners may be nominated. Examiners from outside the UK are only agreed in circumstances where alternative UK examiners cannot be sourced.

**Internal Examiner:** For UCL awards, the Internal Examiner must come from within the UCL community. This includes those holding Honorary UCL contracts. A candidate's supervisor (Principal or Subsidiary) should NOT be nominated as an examiner.

**External Examiner:** The External Examiner must come from outside the UCL Community, i.e. must not hold a UCL contract of employment or an Honorary contract with UCL. A period of at least three years should have elapsed between a proposed External Examiner holding a post at UCL and his or her nomination as an External Examiner.

**Two External Examiners:** RDC permission is required for the appointment of two external examiners. To obtain this approval, please provide a statement in the box provided on the form to support your nomination. Reasons may include: no suitable examiner from UCL due to lack of expertise or a close connection existing between the candidate and/or supervisor(s) and any potential examiner from within UCL. N.B. the two external examiners must not come from the same institution.

**Overseas Examiners:** RDC Permission is required for the appointment of examiners from overseas. Supervisors are required to provide a supporting statement on the form explaining why an alternative examiner from the UK cannot be found and confirmation that the Department will cover any costs in excess of £400.

From 6 April 2012, the UKBA have created a new route for permitted paid engagements for a limited group of professionals who are invited to come to the UK because of their particular skill or expertise. Permitted activities will include visiting to give a lecture, examining students and participation in or chairing selection panels. Entry will be restricted to one month. Visits of longer than one month to undertake paid activity will require sponsorship under Tier 2 or 5, as appropriate; full details as <http://www.ucl.ac.uk/hr/docs/cos.php>.

**Subject Expertise:** Please provide a statement demonstrating the suitability of the nominated examiner to conduct the examination of the candidate. This information is needed to assist the signatories in making their decision.

**Research Degree Examining Experience:** The number of previous research degree examinations conducted by the proposed examiner for both UCL/University of London and other UK HE Institutions must be indicated for each examiner. The examiners should have sufficient research degree examining experience between them. If an inexperienced examiner is nominated, he or she should be paired with an experienced examiner.

**Supervisor's declaration confirming the independence of examiners from the thesis to be examined:** The proposed examiners should not have any close connection which might inhibit an objective and transparent examination. It is exceptional for an examiner to be appointed whose own work is the focus of the thesis. As a rule, collaboration partners or those who have worked or been closely associated with the candidate in a professional and/or private capacity should not be nominated. This may also apply to supervisors who have undertaken extensive, or recent, collaboration with any of the nominated examiners. Sometimes examiners may be acquainted with the supervisor/s and sometimes the candidate. This should not necessarily be a bar to appointing an examiner but full disclosure of such links should be made.

#### Section D: Departmental Approval

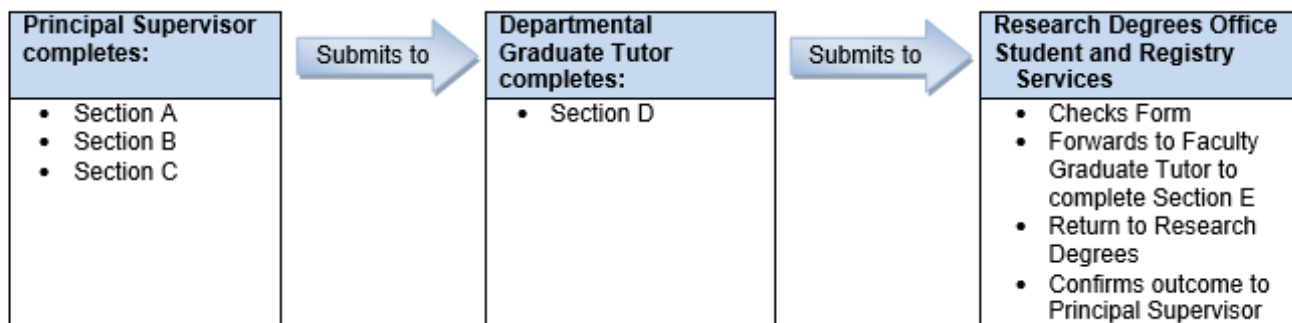
The Departmental Graduate Tutor must sign this section if he or she is satisfied that the nominations are being made in accordance with the guidelines for the appointment of examiners and having taken into due account the rationale provided for any departure from these norms. Where the Departmental Graduate Tutor is a supervisor of the candidate concerned, the Examiner Nomination form should be signed by the Head of Department.

#### Section E: Faculty Approval

The Faculty Graduate Tutor must sign this section if he or she is satisfied that the nominations are being made in accordance with UCL guidelines on the appointment of examiners and having taken due account of the rationale provided for any departure from these norms and any comments appended by Student and Registry Services.

In instances where the Faculty Graduate Tutor is the supervisor of the candidate, the nomination and appointment form should be approved by the Dean of the Faculty or referred to Research Degrees, Student and Registry Services for advice. In general, if there is any potential conflict of interest or potential for compromise, the nomination and appointment form should be signed by the Chair of the RDC or the Chair's nominee and a senior member of UCL staff.

#### Overview of Nomination Form Process:





### Nomination Form: Examiners for UCL Research Degree Candidates

UCL guidelines for the nomination of examiners, an explanation of the process and the nomination form can be accessed by following this link: <http://www.ucl.ac.uk/srs/academic-regulations/res-deg/guidance#supervisors>.

Please explain clearly any aspects of the nominations being made that do not fully comply with the guidelines for the nomination of examiners.

Section A: Candidate and Supervisor Details				
<b>Candidate:</b>				
Title: <input type="text"/>	Forename: <input type="text"/>	Surname: <input type="text"/>		
Department: <input type="text"/>				
Student Number: <input type="text"/>				
Please confirm which award the candidate has opted for: UCL: <input type="checkbox"/> UoL: <input type="checkbox"/>				
<div>Level</div> <div> PhD <input type="checkbox"/> MPhil/MPhilStud <input type="checkbox"/> EngD <input type="checkbox"/> MD(Res) <input type="checkbox"/> DDent/DSLIT <input type="checkbox"/> </div>				
<b>Principal Supervisor:</b>				
Title: <input type="text"/>	Forename: <input type="text"/>	Surname: <input type="text"/>		
Email: <input type="text"/>	Telephone: <input type="text"/>			
Department or Institute: <input type="text"/>				
<b>Subsidiary Supervisor:</b>				
Title: <input type="text"/>	Forename: <input type="text"/>	Surname: <input type="text"/>		
Email: <input type="text"/>	Telephone: <input type="text"/>			
Department or Institute: <input type="text"/>				

## Section B: Description of the Thesis to be Examined

**Thesis Title:**

**Thesis Description (NB not to exceed 300 words):**

## Section C: Nominated Examiners

### 1) Internal Examiner:

Title:  Forename:  Surname:   
Email:  Telephone:   
**Department or Institute Address:** *(Please provide the full postal address and post code)*

Post Code:

**Subject Expertise:**

#### Research Degree Examining Experience:

*Please indicate the following:*

Number of UCL research degree examinations undertaken:

Number of UoL research degree examinations undertaken:

Please specify the names of institutions:

Number of research degree examinations undertaken for other institutions:

Please specify the names of institutions:

***Please note that the nomination form will not be processed without this information.***

### 2) External Examiner:

*If an External Examiner from overseas has been nominated, please complete point 4 below*

Title:  Forename:  Surname:   
Email:  Telephone:   
**Department or Institute Address:** *(Please provide the full postal address and post code)*

Post Code:

**Subject Expertise:**

#### Research Degree Examining Experience:

*Please indicate the following:*

Number of UCL research degree examinations undertaken:

Number of UoL research degree examinations undertaken:

Please specify the names of institutions:

Number of research degree examinations undertaken for other institutions:

Please specify the names of institutions:

***Please note that the nomination form will not be processed without this information.***



### 3) Second External Examiner (if applicable):

*If an External Examiner from overseas has been nominated, please complete point 4 below*

Title:

Forename:

Surname:

Email:

Telephone:

**Department or Institute Address:** *(Please provide the full address and post code)*

Post Code:

**Subject Expertise:**

#### **Research Degree Examining Experience:**

*Please indicate the following:*

Number of UCL research degree examinations undertaken:

Number of UoL research degree examinations undertaken:

Please specify the names of institutions:

Number of research degree examinations undertaken for other institutions:

Please specify the names of institutions:

#### **Reasons for nominating two External Examiners (see guidelines):**

*Please note that the nomination form will not be processed without this information.*

### 4) Reasons for nominating an Examiner from outside the United Kingdom (if applicable – See guidelines)

*Please note that the nomination form will not be processed without this information.*

### 5) Supervisor's declaration

Are you aware of any professional, academic or personal connections between (a) the candidate and either examiner or (b) the supervisors and either examiner? Yes: ☐ No: ☐

If yes, what are they?:

In order to demonstrate the independence of the nominated Examiners, please answer the following questions:

Have any of the nominated examiners been involved in the research reported in the thesis? Yes: ☐ No: ☐

Were any of the nominated examiners party to the candidate's transfer from MPhil to PhD? Yes: ☐ No: ☐

If you have answered yes to any of the above, please provide further information:

Where the examiner's expenses claim exceeds £400, Student and Registry Services will reclaim the excess amount from the Department via IDT.

I confirm that the examiners are being nominated in compliance with UCL guidelines on the appointment of Research Degree Examiners.

Signature of Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_

### Section D: Department Approval

#### Department Approval

Yes: ☐

No: ☐

Departmental Graduate  
Tutor:

Title:

Forename:

Surname:

Email:

Telephone:

Departmental Graduate Tutor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departments must ensure that sections A to D (only) of the Nomination Form are completed before sending to:

Research Degrees,  
Assessment and Student Records,  
Student and Registry Services,  
UCL,  
Gower Street,  
London WC1E 6BT.

**N.B.** Please do not submit the form directly to your Faculty Graduate Tutor. Any queries will be referred back to the supervisor(s), Departmental Graduate Tutor or Faculty Graduate Tutor if necessary by the Research Degrees Office.

## Section E: Faculty Approval

The Faculty Graduate Tutor will sign this section if they are satisfied that the nominations are being made in accordance with UCL guidelines on the appointment of examiners and having taken due account of the rationale provided for any departure from these norms and any comments appended by Student and Registry Services.

### Faculty Approval

Yes: ☐ No: ☐ \*

\* Comments (If approval has not been given please specify next steps to be taken):

### Faculty Graduate Tutor:

Title:

Forename:

Surname:

Email:

Telephone:

Faculty Graduate Tutor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section F: UCL Approval

### UCL Approval

Yes: ☐ No: ☐

Comments (If approval has not been given please specify next steps to be taken):

Signature of Chair of RDC or Chair's Nominee: \_\_\_\_\_ Date: \_\_\_\_\_



**E-THESIS DEPOSIT AGREEMENT**

Candidate's name	
Student number	
Thesis title	
Department	
Name of supervisor	

Candidates should be aware that theses deposited in the UCL Institutional Repository will not be made publicly available online without the permission of their authors. Such online availability ensures maximum visibility and access to UCL theses. However, there may be circumstances where it is not possible to give permission for online access or where it is necessary to restrict access for a temporary period, for instance for reasons of commercial confidentiality or conditions imposed by sponsors. For further information on restricting access to theses please see the UCL Electronic Theses Guidelines web pages at: <http://www.ucl.ac.uk/Library/e-theses/restricting.shtml>

Candidates who wish to restrict access to their thesis should be aware that UCL is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) which give a general right of access to all information held by UCL, including theses, unless an exemption applies. Accordingly, candidates that wish to restrict access to their thesis are asked to indicate which of the exemptions provided for by FOIA or EIR applies to them. Please identify the exemption in the section 'Access Restrictions'.

If you want to make your thesis available online but need to restrict access to it for a limited period of time, please tick YES

I understand the thesis listed on this form will be deposited in the UCL Institutional Repository, and by giving permission to UCL to make my theses publicly available agree to the following:

I agree that the UCL Institutional Repository administrators or any third party with whom the UCL Institutional Repository has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

I understand that the rights granted to the UCL Institutional Repository through this agreement are entirely non-exclusive and royalty free and that I am free to publish the Work in its present version or future versions elsewhere.

I give UCL permission to make my thesis publicly available online

YES

☐

NO

☐

(Please tick **one** box to indicate if you wish UCL to make your thesis available online)

#### ACCESS RESTRICTIONS

Only complete this section if you wish to restrict access to your thesis.

I wish to delay access to my thesis for the following length of time\* (Please tick one box):

3 months	<input type="checkbox"/>	1 year	<input type="checkbox"/>
6 months	<input type="checkbox"/>	2 years	<input type="checkbox"/>
9 months	<input type="checkbox"/>	3 years	<input type="checkbox"/>

Access is not normally restricted for more than 3 years, although the embargo period can be renewed upon request. If you wish to restrict access for more than 3 years please state the length required and your reasons here:

\* Note that any embargo period will apply to both the print and electronic versions of the thesis.

If you have placed an embargo or restrictions on access to your thesis please indicate below what are the reasons for this (Tick one box)

Thesis is due for publication, either as a series of articles or as monograph	<input type="checkbox"/>
Thesis contains commercially sensitive information, the release of which might prejudice the commercial	<input type="checkbox"/>
Thesis includes material that was obtained under a promise of confidentiality	<input type="checkbox"/>
Release of the thesis might endanger the physical or mental health or the safety of an individual	<input type="checkbox"/>
Publication would cause you or third parties mentioned in the text to be open to legal challenge or racial,	<input type="checkbox"/>
Other – Please give details below:	<input type="checkbox"/>

## INCLUSION OF COPYRIGHT MATERIAL

*To be completed for all submissions*

If your thesis contains material where the copyright is owned by someone other than yourself (third party copyright material) you will need to obtain permission from the copyright holder before it can be made publicly available in the UCL Institutional Repository. For further information on including copyright material in your thesis please see the UCL Electronic Theses Guidelines web pages at: <http://www.ucl.ac.uk/Library/e-theses/include-copy.shtml#third-party-material>

If you cannot obtain the necessary permissions you can either:

- Deposit two versions of your thesis, one being the full version with all third party copyright material retained, and a second edited version with this material removed. The edited electronic version will be made publicly available; the full version will not.

OR

- Deposit only the full version with third party copyright material retained in cases where removal would compromise the thesis. The full version will not be made publicly available

Please indicate below which situation applies (*Please tick one box*)

I am depositing a single electronic version of my thesis that is the same in all respects as the print copy. There	
I am depositing a single electronic version of my thesis that is the same in all respects as the print copy. Be-	
I am depositing two electronic versions of my thesis. One that is the same in all respects as the print copy but which for copyright reasons cannot be made available and one version with third party copyright material removed which can be made available.	

## WARRANTIES

I agree as follows:

- That I am the author or co-author of the work and have the authority on behalf of the author or authors to make this agreement and to hereby give the UCL Institutional Repository administrators the right to make available the Work in the way described above.
- That I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge break any UK law or infringe any third party's copyright or other Intellectual Property Right.
- The administrators of the UCL Institutional Repository do not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.



## Interruption of Study

You must read the guidance notes available at [http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status](http://www.ucl.ac.uk/current-students/services_2/registration_status) before making an application for an interruption of study.

### Student Details

Surname:	<input type="text"/>	Student Number:	<input type="text"/>
First Names:	<input type="text"/>		
Local Educational Authority or Sponsor:	<input type="text"/>		

### Registration Details

Programme (e.g. BSc Maths):	<input type="text"/>		
Department:	<input type="text"/>	Faculty:	<input type="text"/>

### Interruption Details

Effective Date of Interruption:	<input type="text"/>
End Date of Interruption:	<input type="text"/>
Have you previously interrupted your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If yes, please attach to this form a brief account of the reasons for your interruption)	

### Reason for Interruption (please tick one box only)

<input type="checkbox"/> Academic Reasons	<input type="checkbox"/> Job Commitments	<input type="checkbox"/> Personal
<input type="checkbox"/> Financial Difficulties	<input type="checkbox"/> Medical Reason / Maternity	<input type="checkbox"/> Other (please specify): <input type="text"/>

I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of interrupting from my current programme, in accordance with UCL's guidance notes.

Signature of Student:	Date:	<input type="text"/>
-----------------------	-------	----------------------

### Academic Approval

#### Departmental Tutor

Print Name:	<input type="text"/>	Email Address:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

#### Faculty / Graduate Tutor

Print Name:	<input type="text"/>	Email Address:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

#### Dean of Students (Academic)

Applications for repeat interruptions or those in excess of one calendar year will require the approval of the Dean of Students (Academic), in addition to that of the Department and Faculty.

<input type="text"/>	
Signature:	Date: <input type="text"/>



## STUDY LEAVE

You must read the guidance notes available at [http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status/](http://www.ucl.ac.uk/current-students/services_2/registration_status/) before making an application for study leave.

### Student Details

Surname:

Student Number:

First Names:

### Registration Details

Programme:

Department:

Faculty:

### Study Leave Details

Proposed dates of Absence:

From:

To:

Destination:

☐ Details of Research during period of Study Leave:

### Academic Approval

#### Supervisor

☐ I confirm that the study leave proposed above is essential for the successful completion of the student's course of study.

Print Name:

Email Address:

Signature:

Date:

#### Faculty / Graduate Tutor *(for Postgraduate Taught students)*

Print Name:

Email Address:

Signature:

Date:



**REQUEST TO TRANSFER TO *COMPLETING RESEARCH STUDENT (CRS)* STATUS**  
**UCL DEPARTMENT OF COMPUTER SCIENCE**

**NAME OF STUDENT:** (SRN/PRN ... )  
**THESIS TITLE:**

**1<sup>ST</sup> SUPERVISOR:**  
**2<sup>ND</sup> SUPERVISOR:**

**REQUESTED CRS START DATE:**

Check: MPhil/PhD transfer completed? Date:

Please note that your CRS status will expire after 12 months (for full-time students, PT 18 months). CRS students are only entitled to use of a shared writing-up desk.

**Please attach a timetable of remaining work, and a Table of Contents of your thesis, indicating clearly which chapters already exist in draft form.**

I confirm that this is an accurate reflection of the state of thesis research, and that the work remaining to be done prior to thesis submission can be completed in 12 months (full-time)/ 18 months (part-time) or less.

Signature & Date Student:

Signature & Date 1<sup>st</sup> Supervisor:

I approve the transfer to CRS

Signature & Date PhD Tutor:

## Extension to 'Completing Research Student' Status

You must read the academic regulations available at [http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status/](http://www.ucl.ac.uk/current-students/services_2/registration_status/) before applying for an extension to CRS status.

The maximum period for an extension is one calendar year (full-time) and two calendar years (part-time). Only ONE extension is permitted; please ensure your request is for a realistic period as no further extensions can be approved.

### Student Details

Surname:	<input type="text"/>	Student Number:	<input type="text"/>
First Names:	<input type="text"/>		

### Registration Details

Programme:	<input type="text"/>	Mode of Attendance:	<input type="checkbox"/> Full-time
Department:	<input type="text"/>		<input type="checkbox"/> Part-time
Expiry Date of CRS Status:	<input type="text"/>	Proposed expiry date of CRS Status:	<input type="text"/>

### Reason for Extension

Applications must be supported by documentary evidence or a statement from the principal supervisor. Applications without supporting evidence will NOT be processed.

<input type="checkbox"/> Illness (Student's own or close family)	<input type="checkbox"/> Maternity leave
<input type="checkbox"/> Bereavement (Death of partner or close family)	<input type="checkbox"/> Carers leave
<input type="checkbox"/> Termination of employment/illness/death of principal supervisor or other academic circumstances outside the control of the student	

### For students funded by a research council

Many of the funding bodies apply sanctions to the department if students do not submit their thesis within four years from the start of registration. You should discuss this, if applicable, with both your supervisor and your departmental graduate tutor before submitting this application to UCL Student and Registry Services.

If your research is publicly funded you must also apply directly to the research council or charity for an extension.

Has the research council approved this extension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

### Academic Approval

#### Supervisor

Print Name:	<input type="text"/>	Email Address:	<input type="text"/>
Signature:		Date:	<input type="text"/>

#### Head of Department

Print Name:	<input type="text"/>	Email Address:	<input type="text"/>
Signature:		Date:	<input type="text"/>

### Student Records

Print Name:	<input type="text"/>	<input type="checkbox"/> Approved expiry date of CRS:
Signature:	Date: <input type="text"/>	<input type="checkbox"/> Not Approved

### RDC

Referred to Chair of RDC on:	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Signature:		Date:	<input type="text"/>

[Office Use Only] Major | Minor      Checked by:      Date:      Award:      Authorised by:  
 Date:      Notes:      Reference no;

## Student Conference Fund Department of Computer Science Research Students Application Form

### CHECKLIST

Have abstract and supporting documentation been attached?  
 Have you signed the form?  
 Have the Statements been provided and the form signed by your Supervisor?

## 1. Personal Details

Title:	First name:	Family name:
Email:		
Fee Status:   UK/EU      Overseas		
Type of Funding:   Self-funded      Sponsored		
Please state any Scholarships/Studentships held:		
Please provide a statement explaining why your funding body is not funding this trip or why extra funding is required:		

### Please give details of your current research degree registration:

Current Degree	Subject	Date of Registration	Full or Part-time	Full name of Principal Supervisor

### Please give the title / provisional title of your thesis:

--

### Please give information about examinations:

Type of Examination	Date(s) Taken	Please indicate if you passed or minor corrections	Supervisor
1 <sup>st</sup> Year VIVA			
Transfer VIVA			
Transfer from MPhil to PhD			

[Office Use Only] Major | Minor      Checked by:      Date:      Award:      Authorised by:  
 Date:      Notes:      Reference no;

### 3. Previous Awards

Please list any previous awards received from the Department for student conferences:

Name of conference	Location	Award Reference No. or date of application	Amount received

### 4. Estimated Costs & Contributions

Exchange Rate (if applicable - please use the <a href="http://www.xe.com">www.xe.com</a> currency converter):	£1 =
Travel: (please give details)	£
Total Travel:	£
Accommodation: No. of nights:      Cost per night:	
Total Accommodation:	£
Conference Fee:	£
Subsistence:      Total Subsistence:	£
Other Expenses:	£
Total Estimated Expenses:	£
Assured contributions (please give details where necessary):	
Additional Departmental contribution (Please give details):	£
Amounts assured from other organisations (please give source and amount): <b>Applicants are advised to apply to external bodies, where appropriate.</b>	£
Personal contribution:	£
Total Assured Contributions:	£
Amount Requested from Student Conference Fund:	£      .00
Contributions requested but not yet assured: Organisation applied to:	Date of decision:
	Amount requested:
Signature of applicant:	Date:
APPLICANTS: Please pass this form to your Supervisor for endorsement.	



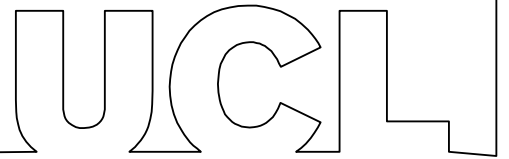
[Office Use Only] Major   Minor	Checked by:	Date:	Award:	Authorised by:
Date:	Notes:			Reference no;

## 5. Supervisor's Endorsement

Department:	
Full name of Supervisor (please print):	
Email:	
Tel:	
<b>Supporting Statement:</b> Please indicate the relationship of the proposed trip to the student's thesis. If the student is in her/his final year, will s/he complete by the end of the Completing Research Student period? Yes    No	
Signature of Supervisor:	Date:

## 6. Graduate Tutor's Endorsement \*

Graduate Tutor's Signature (* May include the GT's appointed representative, eg the DGT):	Date:
Name (please print):	Ext:
<b>NOTE TO DEPARTMENTS:</b> 1. Please see CHECKLIST on front of form before submitting the application. 2. Please submit to: <b>Research Student Administrator, Department of Computer Science, Room 1.04A, UCL, 66-72 Gower Street, London WC1E 6BT</b> or email it to <a href="mailto:cs.researchdegrees@ucl.ac.uk">cs.researchdegrees@ucl.ac.uk</a>	



## **Monthly Meeting Log**

This is a requirement by UCL that all students have a minimum of 1 meeting per month with either or both of their supervisors, of which no two consequent meetings can be on the phone/skype or email. This means that at least every other month there must be face to face meetings of some sort.

Students are asked to please complete the form each month and return to Sarah Turnbull at 1.04A 66-72 Gower Street, or her pigeon hole in MPEB, or by email, [s.turnbull@ucl.ac.uk](mailto:s.turnbull@ucl.ac.uk)

**\*\*If you are unable to attend a meeting at any point within a given month, please email Sarah Turnbull with details, take an interruption or study leave to avoid being marked as AWOL\*\***

**Student's Name:**

**Date of Meeting:**

**Supervisor's name:**

**Supervisor's signature:**

**Notes:**