



UCL

GRADUATE
RESEARCH
DEGREES

CODE OF
PRACTICE
2011/12

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INTRODUCTION

WELCOME TO UCL AND THE UCL GRADUATE SCHOOL

The Graduate School exists to promote and facilitate graduate education and training at UCL. It is for this reason that the Graduate School issues this Code of Practice, which is designed to help graduate research students during their time at UCL. It complements the formal UCL 'Academic Regulations and Guidelines for Research Degree Students' (see over). The Code contains guidelines for good practice: in contrast, the Regulations provide the minimum framework and requirements for completion of a degree. The Code refers to the MPhil/PhD programme but also applies to the MD(Res), EngD, DClinPsy, DEdPsy and DPsych programmes.

The Graduate School provides an induction for all new research students. It also offers research scholarships and grants, and financial assistance for presentation of your work at conferences and workshops. In collaboration with the Departments and Faculties, it also offers a programme for the development of generic research and personal transferable skills. In recent years both the Research Councils and potential employers have stressed the need for research students to be trained in skills necessary not only for successful completion of their degrees but also to equip them for later life and the work place. UCL requires all Research Council funded research students to take the equivalent of two weeks of training per year. All other research students irrespective of how they are funded are also expected to take full advantage of the skills training available. The skills programme for each Department, or interdisciplinary programme, is available on the Graduate School web site (www.ucl.ac.uk/gradschool/skills). The specific menu of courses and other training opportunities should be discussed between the student and his/her Principal Supervisor.

It is certainly sensible to document your training activities as well as all aspects of your research career. This is why the Graduate School Research Student Log was introduced in 2001. The Log is provided in a web-based format and your Departmental Graduate Tutor or Principal Supervisor will explain its use to you. The Graduate School provides introductory sessions explaining the Log and the Skills Development Programme.

My best wishes for your time at UCL.

Professor David Bogle

Head of the Graduate School

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

SOURCES AND RESOURCES

For all aspects of the Graduate School's activities including funding visit the website:
www.ucl.ac.uk/gradschool

UCL 'Academic Regulations and Guidelines for Research Degree Students':
www.ucl.ac.uk/registry/acd_regs

UCL 'Academic Manual': www.ucl.ac.uk/academic-manual

Quality Assurance Agency for Higher Education 'Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Postgraduate Research Programmes', 2004.
www.qaa.ac.uk/academicinfrastructure/codeOfPractice/Section1

Notes:

- individual Research Councils and UCL Departments may also issue guidelines.
- there are two grounds upon which students may have their registration terminated
 - a serious disciplinary offence
www.ucl.ac.uk/academic-manual/part-5

or

- academic insufficiency
www.ucl.ac.uk/academic-manual/part-3

ADMISSIONS AND SELECTION PROCEDURES

At least two members of Academic Staff, with appropriate expertise and experience, should be involved in the selection of graduate research students. Where possible the applicant should be interviewed by Academic Staff, including the potential Supervisor(s) if they have been identified. Some sponsoring bodies leave the project to be agreed between the student and the Department (Supervisory Panel and Departmental Graduate Tutor), whereas others approve a research topic in advance of recruitment of a suitable student. Students intending to study for a PhD are normally admitted for the MPhil degree and, upon satisfactory progress, transferred later to PhD registration.

RESEARCH GOVERNANCE

To realise its research strategy and ensure that all research conducted by members of staff, honorary staff, students and individuals who collaborate in research with UCL staff and students conforms to good practice and ethical expectations, UCL has adopted a set of research governance policies and procedures. This framework is enshrined in the documents listed in 'UCL Research Governance', which may be found at:

www.ucl.ac.uk/academic-services/resgov

DEPARTMENTAL/DIVISIONAL STRUCTURES

SUPERVISORY PANEL

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

PRINCIPAL SUPERVISOR

You can expect your Principal Supervisor to:

1. Participate in the selection process and be present at your admission interview.
2. Agree with you, within a month of registration, a suitable topic of research which will stimulate interest and can be completed as a research project and written up within the prescribed period of study (normally three years Full-time or five years Part-time).
3. Introduce you to the Department, its facilities and procedures, and to other students and relevant staff (especially important for Part-time students); and encourage attendance at Graduate School events.
4. Advise you of the name of the Departmental Graduate Tutor, and ensure that you know that you may contact the Departmental Graduate Tutor and/or Faculty Graduate Tutor to discuss graduate matters including problems regarding your supervision.
5. Agree with you courses in the Graduate School Skills Development Programme to be taken over the full period of the MPhil/PhD and advise you of the extent to which participation in those courses will be taken into account in the decision whether to transfer registration from MPhil to PhD.
6. Ensure that you use the Research Student Log effectively and review and approve the Log records in a timely fashion.
7. Arrange for you to be made familiar with the research facilities and activities at UCL and of your responsibility to avoid any form of research misconduct, and enable and encourage you to play a full part in the social and intellectual life of your Department and UCL.
8. Ensure that risk assessment of laboratory and/or field-based activities has been carried out in accordance with UCL and departmental procedures and that you receive the required safety training.
9. Ensure that ethics approval has been obtained in accordance with UCL procedures.
10. Determine, in consultation with the Head of Department, at the start of a student's project, whether an assignment of Intellectual Property Rights/Copyright is necessary and if so, ensure that an agreement on IPR/Copyright has been established at the outset of the project.

11. Establish a strict timetable of regular meetings with you at which all matters relating to your work can be discussed; such meetings should take place at least every two months.
Note: Research Student Log p12.
12. Include within the timetable of regular meetings annual assessment meetings and ensure that written evidence of the meeting is kept within the Department that these assessments have taken place. *Note:* Research Student Log p12.
13. Agree with you no later than 3 months after registration the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including Skills Development Training.
14. Agree with you no later than 24 months after registration a realistic timetable for the completion of the research and writing up of your thesis (for Full-time PhD; no later than 48 months for Part-time PhD).
15. Provide you with prompt constructive criticism and reaction on submitted draft work to facilitate timely completion of your thesis.
16. Discuss with you the work accomplished and revise the objectives as the work proceeds in the light of progress made and external factors (such as newly published findings).
17. Submit to the Departmental Graduate Tutor and to the Departmental Graduate Committee, where appropriate, a standard report about your progress after the first six months of the programme of study, at the end of the first year of the programme of study and annually thereafter. These should be uploaded to the Research Student Log.

Note: that the progress report at the end of the first year should be based not only on your research work to date but also on an oral presentation by you, and on English language proficiency, both written and spoken, if necessary.

18. Arrange (in consultation with the Subsidiary Supervisor and the Departmental Graduate Tutor) for a replacement in the event of his or her absence for a period exceeding 4 weeks.
19. Inform you about the procedure for transfer from MPhil to PhD, initiate the transfer at an appropriate time, provide guidance in the drafting of the Transfer Report, arrange a meeting of the Supervisory Panel to assess the Report and interview you, advise the Departmental Graduate Tutor and you of the result and give full reasons for any failure to meet the required standards, and liaise with the UCL Registry regarding changes to your registration status.

Note 1: where Transfer of Registration has not been completed within 18 months of first registration for Full-time students (and typically no later than 30 months Part-time), the Principal Supervisor should draw the situation to the attention of the Departmental Graduate Tutor for consideration as to whether the student should write up for the MPhil and not proceed to the PhD.

Note 2: for upgrading to PhD, the procedure outlined on p. 13 should be followed.

20. Encourage you to present your work in progress from time to time, as appropriate, attend relevant conferences, meetings and workshops, and to consult relevant sources of information and advice inside and outside your Department.
21. Make recommendations at a suitable point during the final year to the appropriate person in the UCL Registry for the appointment of internal and external examiners, discuss with you when to submit your thesis for the MPhil or PhD examination, and ensure that you enter your thesis for examination in good time (normally 4-6 months before the examination).
22. Arrange the Viva Voce examination and advise the UCL Registry (Student Centre) of the date, and, subsequently, advise all third parties, e.g. collaborators, sponsors, etc. of the examination result.
Note: this is important in relation to Research Councils' 4 year deadline for thesis submission.
23. Assist you in obtaining knowledge and information about career opportunities and refer you to careers guidance services in UCL and elsewhere.
24. Ensure that you maintain records of your research in a state which can be investigated and understood by anyone with a legitimate right to enquire.
25. Report to the Academic Registrar any suspected instance of research misconduct, including plagiarism.

SUBSIDIARY SUPERVISOR

You can expect your Subsidiary Supervisor to:

1. Participate in the selection process and be present at your admission interview if s/he has been identified at this time.
2. Keep acquainted with the progress of your work, to be present at, at least, annual supervisory meetings and participate in the MPhil to PhD transfer process.
3. Provide for continuity of supervision in the event of the absence or departure of the Principal Supervisor.
4. Enhance the effective supervision of your work by contributing a second opinion or additional areas of expertise, and review and approve the Research Student Log records in a timely fashion.
5. Arrange (in consultation with the Principal Supervisor and the Departmental Graduate Tutor) for a replacement in the event of his/her absence for a period exceeding 8 weeks.

DEPARTMENTAL GRADUATE TUTOR

You can expect your Departmental Graduate Tutor to:

1. Oversee admission*, induction, supervision, progression and examination (see 4. below) of graduate students in their Department and generally ensure that the Graduate School Codes of Practice are implemented and their use monitored.

*Students should only be admitted when suitable supervision and necessary facilities are available.

2. Ensure that a Supervisory Panel consisting of at least a Principal and a Subsidiary Supervisor appropriate to the research be appointed at the commencement of your research.
3. Ensure that the departmental procedure for transfer of registration from MPhil to PhD is operated effectively.
4. Ensure that UCL procedures for entering MPhil and PhD examinations are followed, and that appropriate examiners are properly nominated.
5. Serve as a source of information about regulations and resources for both students and staff.
6. Promote your personal and professional development by ensuring that you participate in the Graduate School Skills Development Programme and/or appropriate departmental or other training and development.
7. Facilitate and monitor your academic progress by ensuring that, amongst other things:
- A Principal Supervisor and also a Subsidiary Supervisor has been appointed for each research student, and that all persons acting as Supervisors are properly qualified according to standard UCL regulations and approved by the Faculty and by the UCL Research Degrees Committee;
 - All Supervisors and students in the Department are aware of the Graduate School's Skills Development Programme and the requirement to participate in that programme;
 - The Research Student Log is used effectively;
 - In the case of breakdown of relations between the Supervisor and the student and in other circumstances where a change of Supervisor is desirable, he or she assists in resolving any difficulties, and where necessary arranges the appointment of a replacement Supervisor;
 - All students, including Part-time students, working in more than one Department, and students primarily working in another institution or organisation are integrated into each Department and that they receive adequate supervision and monitoring.

8. Promote general student welfare by informing Supervisors, teachers, and/or students about:
- Special needs of international students, and the functions served by the UCL International Office;
 - Special needs of Part-time students;
 - UCL Counselling Service or other appropriate psychological support structures;
 - UCL Disability Service;
 - UCL Equal Opportunity Policy;
 - Resources for students in financial hardship;
 - Resources for careers information and advice;
 - The facilities offered by the UCL Union Postgraduate Association;
 - Resources available through the UCL Union and the University of London Union;
 - UCL Graduate School.

DEPARTMENTAL GRADUATE COMMITTEE

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

HEAD OF DEPARTMENT

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

STAFF-STUDENT CONSULTATIVE COMMITTEE

All Departments have a Staff–Student Consultative Committee, usually chaired by the Head of Department or a student, which meets at least twice per session. You are represented by one or more elected Graduate Student Representatives and the Department is responsible for informing you of the selection process. Minutes of meetings are published in the Department, often on the internet.

UCL STRUCTURES

Above Departmental/Divisional level there are UCL structures concerned with graduate students.

For every Department/Division there is at Faculty level a Faculty Graduate Tutor, a Teaching Committee concerned with graduate issues and a Faculty Board of Examiners, which report to the UCL Research Degrees Committee, Academic Committee and UCL Board of Examiners. The Research Degrees Committee is directly concerned with all aspects of research degrees. The Dean of Students (Welfare) is concerned with all student welfare matters. The Dean of Students (Academic) is concerned with all student academic matters. The UCL Union has a Postgraduate Association and all its services and facilities are available to graduate students.

THE STUDENT

PROGRAMME OF STUDY AND RESPONSIBILITIES

Graduate research students can be registered as Full-time or Part-time, and may also be Non-resident or Study at Approved Institutions depending upon their individual circumstances, sponsor and research programme. It is important that all graduate students have equal and full access to all UCL resources necessary for successful completion of their work. Most graduate research students (other than, for example, MD(Res) and EngD students) are registered initially for the MPhil degree and the upgrade procedure for registration for a PhD degree is an important step in their programme. Full 'Requirements of a Thesis' may be found in the 'Academic Regulations and Guidelines for Research Degree Students'. The programme of study is normally three years Full-time research (in some cases four years) with the thesis submitted at the end of this period, or within a year (Research Council requirement). If the thesis is not submitted within three years then normally fourth year students register as Completing Research Students (CRS).*

TYPICAL LENGTH OF STUDY FOR THE PHD:

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

EngD students are registered for a four year programme of study, at the end of which CRS status can apply. MD(Res) students are registered for a two year programme of study, at the end of which CRS status can apply.

* **For further information about CRS see p14; for detailed information see the 'Academic Regulations and Guidelines for Research Degree Students'.**

Your responsibilities as a graduate student are:

1. To carry out your research effectively, to an adequate standard and within the prescribed period of study; to use the on-line Research Student Log effectively, recording your formal supervisory meetings; and to record the development of your generic research and personal transferable skills.
2. To ensure that you maintain records of your research in a state which can be investigated and understood by anyone with a legitimate right to enquire.
3. To attend the Graduate School welcome event and Skills Development Programme as agreed with your Principal Supervisor or Departmental Graduate Tutor.
4. To agree and strictly abide by a timetable for regular meetings with the Principal Supervisor at least once every two months and for the submission of your written work.
5. To submit your written work to agreed deadlines to allow sufficient time for comment and discussion.
6. To follow the procedure set out below for transfer of registration from MPhil to PhD (where appropriate).
7. To submit a standard report on your progress, in consultation with the Principal Supervisor, to the Departmental Graduate Tutor after the first six months of the programme of study, at the end of the first year of the programme of study and annually thereafter.
8. To inform your Principal Supervisor or Departmental Graduate Tutor of any problems which may be interfering with your work. You should also feel free to bring any problems, including those of a social or medical nature, to their attention.
9. To consult the Subsidiary Supervisor.
10. To present your work or findings from time to time when encouraged to do so by the Principal Supervisor.
11. To consult in confidence with the Departmental Graduate Tutor if you feel that a change of Supervisor is for any reason desirable.
12. To follow the procedures set out below for Study Leave or Interruption of Study.
13. To decide when to submit your thesis for examination, having taken due account of your Principal Supervisor's opinion, and to submit the MPhil or PhD examination entry form in good time (normally 4–6 months before examination).
14. To liaise with your Principal Supervisor if there is a change in your registration status.

RESEARCH STUDENT LOG

The Graduate School provides an on-line Research Student Log, use of which is mandatory for all UCL research degree students. The student and Principal Supervisor are asked to document academic progression and skills development training in the Log and it is the responsibility of the student to maintain this Log for her or his own long-term benefit. The Log reflects a dialogue between you and your Principal and Subsidiary Supervisors and records a series of review meetings including the MPhil to PhD upgrade and discussions on academic (subject discipline), generic and transferable skills training. The Log is intended to be used in a flexible manner, to allow for different research processes between disciplines. Your Principal Supervisor and Departmental Graduate Tutor will explain its use to you. Induction sessions on the Log are provided by the Graduate School. The Departmental Graduate Tutor, who monitors the Log records and usage, will confirm that the Log has been satisfactorily completed at upgrade from MPhil to PhD and at thesis submission.

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

SKILLS DEVELOPMENT

All research students irrespective of how they are funded are expected to take full advantage of the Skills Development Programme. All Research Council funded research students are required to participate in the Graduate School Skills Development Programme and/or appropriate departmental courses to a degree equivalent to two weeks per year of their funded studentship (i.e. 3 years for 3-year MPhil/PhDs and 4 years for 4-year PhDs, EngDs etc). All training courses and activities have been assigned a point value and two weeks per year is equivalent to 20 points per year. Research students should therefore be aiming to accrue 20 points per year (60 points over 3 years, or 80 points over 4 years). You should discuss with your Supervisor which courses from the Graduate School's Skills Development Programme and any departmental/faculty training courses you might wish to attend. Students are expected to take a broad range of courses in all seven skills categories defined by the Research Councils.

Information is available at: www.ucl.ac.uk/gradschool/skills

ETHICS

All research proposals involving living human participants and the collection and/or study of data derived from living human participants undertaken by UCL staff or students on the UCL premises and/or by UCL staff or students elsewhere requires ethical approval. This is to ensure that the research conforms with general ethical principles and standards. Information is available at: www.ucl.ac.uk/gradschool/ethics

PROGRESSION AND TRANSFER OF REGISTRATION FROM MPhil TO PhD

- **Purpose of the Upgrade**

Initially PhD students are registered for the MPhil degree. If they wish to proceed to a PhD, their registration must be changed accordingly. The purpose of the upgrade is to assess the student's progress and ability to complete their PhD programme in a reasonable time frame. In this assessment, the criteria defined below should be applied. The assessment should not be confined to the research material presented by the student but should also consider the student's demonstrable academic and generic skills.

Detailed Guidelines, which include information on the following, may be found in the 'Academic Regulations and Guidelines for Research Degree Students':

www.ucl.ac.uk/registry/acd_regs/research_1#2.6

- **Criteria for Upgrade**

- **Process of Upgrade, including:**

Management and Oversight;

Time Frame;

Components of Upgrade:

The Upgrade Report;

Report by Principal Supervisor;

The Upgrade Viva.

- **Outcomes:**

Potential outcomes of first attempt;

Potential outcomes of second attempt.

STUDY LEAVE AND INTERRUPTION OF STUDY

Study Leave

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

Information is available at:

www.ucl.ac.uk/current-students/services/studyinformation/studyleave

and www.grad.ucl.ac.uk/international

Interruption of Study

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

Information is available at:

www.ucl.ac.uk/current-students/services/studyinformation/interruption

Travel

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

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

TEACHING

Graduate students may be asked to help with undergraduate teaching, for example demonstrating in laboratory classes, leading tutorial groups, marking essays, etc., in return for payment. This activity provides valuable teaching experience but the responsibilities must be clearly defined, the work compatible with the research programme and the time commitment should not exceed 180 hours per year (to include teaching, preparation and training). Graduate student teachers are required to attend the appropriate training courses offered through the Graduate School Skills Development Programme. Information on UCL's Postgraduate Teaching Assistant Scheme is available at:

www.ucl.ac.uk/hr/docs/post_grad_ta_scheme.php

COMPLETING RESEARCH STUDENT STATUS

On completion of your programme of study (normally 3 years Full-time and 5 years Part-time for PhD), if you have not submitted your thesis, you can progress to Completing Research Student (CRS) status for a maximum period of one calendar year (Full-time students) or two calendar years (Part-time students) if:

1. you have been upgraded from MPhil to PhD registration;
2. you will be in a position to submit your thesis within the next 12 months (Full-time students) or 24 months (Part-time students); and
3. you have met any additional requirements of your Department/Division.

CRS status means that you do not pay fees but have access to UCL facilities and can have one draft of your thesis read by your Supervisor (see Regulations). If you do not meet the conditions listed above then you will continue to pay Full-time or Part-time fees as appropriate. It follows that if you do not have CRS status and do not pay fees then you cannot have access to UCL facilities or to supervision.

EngD and some PhD students are registered for a four year programme of study, at the end of which CRS status can apply. MD(Res) students are registered for a two year programme of study, at the end of which CRS status can apply.

THESIS PREPARATION AND EXAMINATION

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

You are responsible for submission of the necessary applications to enter the appropriate examination following liaison with your Principal Supervisor. MPhil/PhD entry forms and other relevant information may be obtained from the Student Centre, UCL Registry and must be submitted not later than four months before the proposed date for submission of your thesis. It is the responsibility of the Principal Supervisor to arrange for appointment of examiners via the Departmental Graduate Tutor; to arrange the Viva Voce examination in liaison with the examiners and with you the candidate; to inform the UCL Registry of the date; and in due course advise any relevant collaborating persons or institutions and sponsors of the results. It is recommended that a 'mock' Viva Voce examination be arranged for the student by the Principal Supervisor.

INTELLECTUAL PROPERTY RIGHTS/COPYRIGHT IN RELATION TO STUDENTS

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

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

PLAGIARISM AND RESEARCH MISCONDUCT

UCL expects all its researchers to act in a professional manner in relation to their work. Regulations concerning plagiarism, including self-plagiarism, and other research misconduct are set out in the 'Examinations' Section, Point 6, of the 'Academic Regulations and Guidelines for Research Degree Students': www.ucl.ac.uk/registry/acd_regs/research_2/#6

UCL's Policy Statement on Plagiarism may be found at:

www.ucl.ac.uk/current-students/guidelines/policies/plagiarism

APPEALS AND GRIEVANCES

UCL and the University of London have formal appeal and grievance procedures for use in cases which cannot be resolved by informal discussion with the Departmental Graduate Tutor, Faculty Graduate Tutor and/or Dean of Students (Academic). A student may appeal against a perceived deficiency in supervision received, against a decision not to permit transfer of registration from MPhil to PhD, or against the result of an examination. Appeals and grievances should be implemented when a problem arises and not at the end of registration. It will, for example, not be possible to appeal against a perceived deficiency in supervision after the MPhil or PhD examination has taken place.

Information is available at: www.ucl.ac.uk/current-students/guidelines/your_rights/grievance

OPEN DOOR POLICY

The Graduate School operates an open door policy for information and advice. You are welcome to visit us in our office, which is situated in the North Cloisters of the Wilkins Building (close to the main UCL Library).

TYPICAL TIMETABLE FOR FULL-TIME PHD STUDENT

Before 1 month	<p>Field of Study agreed.</p> <p>Assignment of Supervisors.</p> <p>Agreement of strict timetable for supervisory meetings and progress reports.</p> <p>Provision of necessary research equipment and facilities</p>
Before 3 months	<p>Agreement of thesis work plan, research method and timetable.</p> <p>Agreement of and attendance at Skills Development Programme and arrangements made for any further required study.</p>
6 months	<p>Submission and assessment of progress report.</p>
12 months	<p>Submission and assessment of first year progress report.</p> <p>Agreement of programme for second year of study and transfer of registration from MPhil to PhD.</p>
24 months	<p>Submission and assessment of second year progress report.</p> <p>Agreement of thesis structure and strict timetable for thesis writing.</p>
30 months (not less than 4 months before expected date of submission)	<p>Entry for examination.</p> <p>Nomination of Examiners.</p>
36 months (48 months for 4-year programme)	<p>Submission of thesis</p>
36-48 months	<p>Completing Research Student status (if necessary). (see p. 14)</p>

