



# UCL Academic Manual 2023-24

## Chapter 5: Research Degrees Framework

# Guidelines for Supervising Visiting Research Students

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*Guidance*

### Introduction

Students currently enrolled on a PhD overseas can apply to come to UCL as a *Visiting Research Student* to conduct Research here towards their PhD overseas. Research students can apply to spend between 3 to 12 months at UCL undertaking research which is complementary to the Doctoral/PhD project they are undertaking at the university in which they are enrolled.

It is possible to come to UCL as a *Visiting Research Student* either via an [established exchange agreement](#) or independently. If there is no exchange agreement in place to the relevant department, students may still be able to apply to UCL as an independent visiting research student. Tuition fees are payable on a pro-rata basis.

All students coming to UCL as Visiting Research Students must apply to UCL through the Admissions Section of Student and Registry Services in the normal way and be enrolled at UCL before they commence their research here.

Full information is available on the [Prospective Students Webpages](#).

As Visiting Research Students are registered at UCL for the period they are here, they are subject to UCL Regulations and the Code of Practice for Graduate Research Degrees during their time with us (except where noted below).

Each Visiting Research Student will work under the guidance of a suitably qualified and approved UCL research Supervisor during their time at UCL (see regulations for supervisor eligibility criteria) and the Supervisor must be recorded against their Portico record in the normal



approval must be submitted for consideration under the standard UCL ethics procedures (see "Ethics" on [UCL's Research Integrity pages](#)).

A risk assessment of laboratory and/or field-based activities must also be carried out in accordance with UCL and departmental procedures and students must receive the required safety training as appropriate.

Supervisors should determine, in consultation with the Head of Department, at the start of a student's project at UCL, 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.

The Visiting Research Student may well be new to the UK and certainly new to UCL and the department. They should be introduced to the department, its facilities and procedures, and to other students and relevant staff and encouraged to take as full part as possible in the social and intellectual life of the department and UCL.

### **Managing the Research and the Boundaries of Supervisory Responsibility**

The boundaries of Supervisors' responsibilities and the amount of time they will spend advising Visiting Research Students will vary according to the discipline and the needs of the research project and of the individual researcher. In general however, Supervisors will have a shorter period in which to build up a productive working relationship. It is therefore particularly important to establish early on a strict timetable of regular meetings with the student; as with UCL students, such meetings should take place at least once per month although more regular meetings may well be appropriate particularly if the student is only at UCL for three months. Visiting Research Student should not be taken on unless the Supervisor is able to devote reasonable time to the student.

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