Please read this documentation carefully, as it contains lots of important information to get you set up and started with your PGR degree programme. Follow the instructions, where required. If you have any questions, or require this document in a different format, please email jgs@inf.ed.ac.uk and a member of the IGS will try and help.
Informatics Graduate School PGR “Getting Started” Guidance

Prior to commencing studies

1.1 Complete online registration/matriculation
1.2 Apply for your University student card
1.3 Register for Ease and DICE access

Note on collection of School issued computing equipment

On commencing studies

1.4 Obtain / collect your student card
1.5 Payment of fees / confirmation of funding provision
1.6 Confirmation of attendance
1.7 Complete international student check-in (if applicable)
1.8 Submit your UK bank account details / receiving your monthly stipend
1.9 Attend School of Informatics welcome events

Informatics Graduate School welcome and induction session

After commencing studies

1.10 Acquiring access to your PGR office
1.11 Complete important online training courses

Data Protection
Data Management
Research Ethics and Integrity
Equality, Diversity and Inclusion (EDI) and Unconscious Bias (UB)

1.12 Other useful information

IGS Desk Management Policy
Building access and the use of PGR offices
PGR Codes of Practice and Regulations

1.13 PhD Timelines
1.14 Additional Programme Fees – thesis submission / write up period
IMPORTANT!

The University of Edinburgh expects all new students to commence their studies as on-campus students. All new PGR students commencing studies with the School of Informatics, including those studying under the sponsorship of a UKVI student visa, must arrive in Edinburgh in time to commence their studies as an on campus student from the official start date of their programme (as noted in the offer letter). If this is not possible, please contact the IGS@inf.ed.ac.uk to ask about the possibility of a deferred start date.

How to contact us

If you have any questions prior to your arrival or once you have commenced studies please email us at igs@inf.ed.ac.uk and a member of the team will assist you. If necessary, the team can also arrange a 1 to 1 Microsoft Teams meeting to discuss your enquiry face to face.

IGS Contact Details

The Informatics Graduate School office is located in the Informatics Forum, Room 3.42, 10 Crichton Street, Edinburgh, EH8 9AB.

IGS student drop-in hours are Monday to Friday, 9.30am – 12:30pm and 2pm – 4pm.

Coronavirus (COVID-19) Updates

The University of Edinburgh’s response to COVID has been publicised and it is constantly kept under review. We encourage all research students to keep up-to-date with the University's evolving guidance here. We strongly recommend you visit the site frequently, as there are regular updates to guidance and FAQs that are relevant to prospective and current students.

Guidance for prospective students - Prospective students
Guidance for current students - Current students

PGR students can also find specific information pertaining to the School of Informatics here: IGS Covid 19 Updates and FAQs
Timeline of administrative tasks

Prior to commencing studies

- Complete online registration / matriculation (See Section 1.1)
- Apply for your student card (See Section 1.2)
- Register with EASE and DICE (for computer access) (See Section 1.3)

On commencing your studies

- Obtain / collect your student card (See Section 1.4)
- Confirm arrangements for payment of fees / scholarship funding (See Section 1.5)
- Confirm your attendance (See Section 1.6) and complete international check in (if applicable) (See Section 1.7)

After commencing studies and having arrived on campus

- Submit your UK bank account information to the IGS to receive your monthly stipend (if applicable) (See Section 1.8)
- Attend the School of Informatics IGS / CDT welcome/induction events (See Section 1.9)
- Pay office key deposit and collect your PGR office key. (See Section 1.10)
- Complete online training (See Section 1.11)
Prior to commencing studies

1.1 Complete online registration/matriculation

Every student needs to complete the registration and matriculation process in order to be a fully-matriculated student. You should have been sent a link to appropriate guidance about the online registration / matriculation process approx. 4 weeks before you are due to commence your studies. If you have not already completed the online registration, please aim to do this before you arrive on campus.

Guidance on registering your University login and MyEd account, as well as completing the matriculation process is available here:
Get connected
Matriculation

1.2 Apply for your University student card

Details on how to apply for your University student card are available here:
Student Card
Additional info

1.3 Register for Ease and DICE access

The University operates a reduced sign on service – EASE – which provides access to various secure applications and resources at the University. You need to register with EASE using your student number (or UUN) as your username here:
Register with EASE

Once you have registered, you should have an email containing registration details for your DICE account (the School of Informatics computing system) in your student mail inbox. You will be able to register for your DICE account here. If you have issues registering with EASE and/or DICE please contact Computing Support.

Note on collection of School issued computing equipment

Students should be aware that due to COVID restrictions, there may be some delays in the arrival and issue of School computing equipment. We would recommend that all new PGR students have access to a standard personal laptop or desktop (which can run Windows or Linux, or a Mac running OS/X) to support engagement and progress with studies until School issued equipment can be collected from the computing support team in the Informatics Forum.

If you are a new student that has been given approval to commence studies on as a temporary, off campus student, you must have access to a standard personal laptop or desktop (which can run Windows or Linux, or a Mac running OS/X) to support engagement and progress with your studies until the time you arrive on campus.

Computing equipment purchased and owned by the School will only be issued to PGR students who are able to collect their equipment in person. Once you commence your studies, you should send an email to igs@inf.ed.ac.uk to confirm your computing requirements and arrange a collection appointment. All School issued computing equipment remains the property of the School and must be returned to the Computing Support team at the end of your studies.
On commencing studies

1.4 Obtain / collect your student card

The normal process of obtaining your student card is to collect it from the Main Library at George Square once you are on campus (although there may be short term changes in response to any COVID restrictions).

We advise that you keep up to date on how and where to obtain your student card by checking the University webpage. 

Student card

1.5 Payment of fees / confirmation of funding provision

All students need to arrange payment of their tuition fees, whether self-funded or via a sponsor, grant or loan. More information is available below: 
Pay your fees

Indicatively, student academic fees must be paid or evidence of financial support must be provided within two weeks of commencing studies.

All students should confirm their funding arrangements by emailing their PGR offer letter (which states the allocation of scholarship award) to the Fees and Student Support team. Their email address is Fees@ed.ac.uk. Remember to quote your UUN, full name and attach your PGR offer letter (you can print this from your EUCLID admissions portal).

If you are self-funded, there are different options available to you and you can find more information below:
Self-funded

If you are externally funded, the process of paying your fees will depend on the type of external funding you receive. You can find out more information below:
Externally Funded

If you have been awarded a scholarship, which is administered by the School of Informatics, then the fees related to your academic programme of study will be paid directly to the University by the relevant internal department.

| If you are a funded student and the University/School is paying your tuition fees, and you mistakenly receive an invoice for tuition fees, which is addressed to you personally, please do not ignore this invoice. You must contact the Informatics Graduate School immediately so that we can resolve the error for you. Failure to do so may result in financial penalties being added to your account and for which you will be personally liable to pay. |

1.6 Confirmation of attendance

Once you have completed online registration and collected your student card, you need to confirm your attendance by visiting the Informatics Graduate School (IGS) in person. You will also receive information on how to access Informatics buildings and collect equipment and your office key. Please
note that we will not be able to confirm your attendance prior to the attendance date stated in your offer letter. The attendance date for students starting in March 2022 is **Tuesday, 1 March 2022.**

Our location is Informatics Graduate School, Office 3.42, Informatics Forum, 10 Crichton Street, Edinburgh, EH8 9AB. Our student drop-in hours are Monday to Friday, 9.30am – 12:30pm and 2pm – 4pm.

We also recommend you contact your principal supervisor in advance of your formal start date to schedule your first initial supervisory meeting, which should take place within one week from the programme start date as stated in your offer letter.

If you have any issues with having your attendance confirmed, please email IGS@inf.ed.ac.uk.

### 1.7 Complete international student check-in (if applicable)

The University of Edinburgh has a legal obligation to make sure that all non-UK/Irish passport holders have suitable immigration permission to study in the UK. In order to complete the matriculation process, all non-UK/Irish passport holders must complete International Check-In with the Student Immigration Team.

Please refer to the Student Immigration webpage for detailed guidance on how to complete International Check-In: [International Check-In](#)

To successfully complete International Check-In, you must upload a scanned copy or clear photo of the following documents and ensure you fill in the required details in your MyEd account:

- The personal details page of your current passport
- The visa or entry stamp issued to you for study at the University of Edinburgh
- Your boarding pass or e-ticket showing the date of your entry to the UK (if you did not receive an entry stamp from a Border Agent at the airport)

You can upload a copy of your passport before entering the UK, but you should only upload a copy of your visa vignette after you have arrived in the UK and it has been stamped at the UK border.

Please note, you do not need to have received your Biometric Residence Permit to complete International Check In, but you will have to upload a copy of the front and back of your BRP and complete the relevant details once you have received it.

When you get to the UK, you will need to either collect your BRP from the University or the Post Office, or it will be posted to your UK address. This will depend on what you wrote in your visa application. You can find important information on your BRP and instructions on how to collect it below: [Collect your BRP](#)

You can upload copies of these documents by going to MyEd, clicking on ‘Student Details’, clicking on ‘Launch Student Self Service’ and choosing the ‘Immigration Details’ tab.

If you need further information please contact studentimmigration@ed.ac.uk
1.8 Submit your UK bank account details / receiving your monthly stipend

If you have a funded offer which is being administered by the School of Informatics and which includes payment of a monthly stipend to support your living costs, then you must provide the IGS with your UK bank account details into which your stipend will be paid. Please note that the School can only pay stipends into UK BACS compliant bank accounts and therefore GBP stipend payments cannot be made into any international bank account.

As early as possible and by the end of welcome week, funded students who have a UK bank account should do the following:

a) Complete a bank mandate form and Starter Checklist and submit both forms to the IGS by email to IGS@inf.ed.ac.uk. We strongly recommend that you email the UK bank mandate form from your new University student email account as this is the safest and most secure way of sending us this information; and

b) Submit UK bank details into their EUCLID student record by clicking the following link https://edin.ac/finance-student-bank-details. This will allow you to login to your MyEd account and access the “Add my bank details to my student record” online form. We need your UK bank account details submitted in this format to process the initial stipend payment. Please note that students must have a status of fully matriculated before this form can be accessed and submitted.

The IGS cannot pay stipends to students who are not fully matriculated. Therefore, it is imperative that funded students who are to receive stipend payments from the University ensure they complete the matriculation processes as soon as possible and submit their UK bank details without delay. A reminder on how to matriculate is below:

Matriculation

Delays in completing matriculation and/or submitting UK bank account details will result in delays in receiving the first initial payment of the stipend.

What is the payment schedule for stipends?

The first payment that will be paid will be a block payment of 3 x monthly stipend amounts (e.g. £15,609 / 12 x 3 = £3,902.25). For students commencing in March 2022, for example, this first payment covers stipend payments for March, April and May. After the initial block payment, regular monthly payments (which are paid in advance, not arrears) will commence on 28 May 2022 (for June 2022 payment). An example of a typical payment schedule is below.

<table>
<thead>
<tr>
<th>Payment schedule</th>
<th>Payment date....</th>
<th>....for month(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial block payment of 3 x monthly stipends.</td>
<td>By 8 April 2022*</td>
<td>March 2022, April 2022, May 2022</td>
</tr>
<tr>
<td>Monthly in advance</td>
<td>28 May 2022</td>
<td>June 2022</td>
</tr>
<tr>
<td>Monthly in advance</td>
<td>28 June 2022</td>
<td>July 2022</td>
</tr>
<tr>
<td>Monthly in advance</td>
<td>28 July 2022</td>
<td>August 2022</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Etc</td>
<td>Etc</td>
</tr>
</tbody>
</table>

*Note that this payment date is calculated on the basis that UK bank account details and Starter checklist are submitted to the IGS no later than Fri 4 March and the payment takes 20 working days to complete.*

**When will stipend payments arrive in UK bank accounts?**

*Example:* If students commencing in 1 March 2022 submit their UK bank account details via EUCLID as soon as they are fully matriculated (and no later than Fri 4 March) then the IGS will be able to make the initial payment request for the block stipend payment by Fri 11 March. In this instance, we would expect that the first payment would be received within 20 working days and, therefore, by Friday 8 April.

In many cases, the first block stipend payment will arrive quicker than the 20 working days processing time, but for the purposes of managing expectations and finances, funded students who will receive their stipends from the University should plan on the basis that their first stipend payment may not arrive until the beginning of March.

1.9 Attend School of Informatics welcome events

**Informatics Graduate School welcome and induction session**

The Informatics Graduate School organises welcome and induction sessions in September and January every year. This is an opportunity for new PGR students to meet the Directors of IGS and the IGS support team, as well as other new PGR students joining the School.

PGR students commencing studies between 01 Feb 2022 and 01 July 2022 are encouraged to watch a recording of the IGS Induction session available here:

[IGS Welcome and Induction Event for PGR students](#)

Further information and resources related to “Arrival & Induction” and previous induction events can be found on the IGS webpage here: [Arrival and Induction](#)

Students commencing studies between 01 Feb 2022 and 01 July 2022 are invited to make an appointment with a member of the IGS team, if they have specific questions concerning arrival preparations. Please contact [igs@inf.ed.ac.uk](mailto:igs@inf.ed.ac.uk) and a member of the team will be happy to help.
After commencing studies

1.10 Acquiring access to your PGR office

PGR students in the School of Informatics commencing studies from 01 March 2022, are allocated PGR work space facilities on a shared provision basis within the Informatics Forum, Wilkie Building or Bayes Centre. You can find the IGS Student desk allocation policy below:
Student Desk Allocation Policy

A standard of expected behaviours for each research student working in the shared PGR offices is set in the PGR Office Etiquette Charter. Students will be required to read this Charter and confirm their understanding of the expected behaviours before being provided with an office key.

Building access and the use of offices and facilities is set in accordance with specific operational procedures.

Updates and FAQs relating to facilities management in the School of Informatics is available [here](#).

At the time of sending this guidance, only staff and students who have completed the necessary building induction processes and have been given authorised access to the Informatics buildings can enter without an appointment. As Scotland has now moved into “below level 0” from August 9th 2021, new students will be allowed to access the buildings on the basis of updated social distancing and COVID health and safety measures guidance from the Scottish Government and University.

**New students are expected to complete relevant training in order to be granted access to the Informatics buildings.** For further guidance on compulsory induction you need to complete please see below.

Return to campus

At the appropriate time, new PGR students will be invited to visit the IGS to be issued with their office key, for which a £20 deposit\(^1\) must be paid in advance. Note that not all our PGR offices require payment of a key deposit; the IGS will confirm your office/desk allocation with you and advise if you are required to pay a key deposit in advance.

If you are required to pay a key deposit, it would be helpful if this is paid before visiting the IGS office. Key deposits can be paid online via ePay link below. Once the deposit has been paid, print off the payment receipt and bring it along to the IGS when you are permitted to collect your key.

Key deposit

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\(^{1}\) This deposit will be returned to you when you return your key at the end of your desk entitlement. You are responsible for ensuring that you look after your office key. Should you lose this, your deposit will not be returned as we will use this to cover the cost of the replacement key.
1.11 Complete important online training courses

**Data Protection**

During your research, you may be handling large quantities of data, and you must therefore understand how to comply with UK legislation, and particularly the **General Data Protection Regulations (GDPR)**. The GDPR aims to better protect privacy and data and manage the use of such data. It also includes penalties for non-compliance. All PGR students must comply with Data Protection / GDPR legislation and therefore must complete the following two online training courses within one month of their programme start date.

- Data Protection Training
- Data Protection for Research

Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on these courses. You can find more information on how to get started with Learn [here](#).

**Data Management**

All PhD students are encouraged to attend the IAD course in **Good Practice in Research Data Management** and complete the online IAD training in **Data Management (MANTRA)**. - MANTRA is a free online course for those who manage digital data as part of their research project. [MANTRA](#).

**Research Ethics and Integrity**

All PhD students must complete the online IAD course: **Research Ethics and Integrity – An introduction**.

This online course is designed to help postgraduate research students understand the core principles of research ethics and integrity. It's aimed at all research students and explains these basic principles to help you to understand any subject or project-specific advice or policies. [Research Ethics courses](#)

**Equality, Diversity and Inclusion (EDI) and Unconscious Bias (UB)**

The University has a strong and long-standing commitment to EDI. We promote a positive culture which celebrates difference, challenges prejudice, and ensures fairness.

The School of Informatics is a vibrant and diverse community and we require all PGR students to complete the following online training courses at the start of their studies:

a) **Unconscious Bias**
b) **Equality and Diversity Essentials**

Log in to Learn with EASE using your University of Edinburgh credentials and use the Self-Enrol tab to enrol on each course.
Institute for Academic Development (IAD) PGR training courses

The IAD offers a plethora of PGR transferable skills and career management training events, resources and support for researchers completing a doctorate. All PGR students are encouraged to sign up to all/any relevant IAD courses throughout the duration of their studies.

You can find more information below:
Institute of Academic Development
AY 21/22 IAD PGR Brochure for PGR students
PhD Planner

1.12 Other useful information

Student Disability Service

If you have a health condition or disability which may affect your studies or life at University, we recommend that you contact the Student Disability Service and arrange to speak with a Disability Advisor.

Student Disability Service

You should contact the Student Disability Service even if you have already notified the University of a disability before your arrival. Schedule of Adjustments are made available at the School level and are overseen by PGR supervisors and the Coordinator of Adjustments for taught elements (ITO) and research elements (IGS) of PGR programmes.

The IGS Coordinator of Adjustments is Patrick Hudson, Senior IGS Coordinator.

IGS Desk Management Policy

PGR students who commence their studies with the School of Informatics from 01 September 2021 will be able to use shared desk facilities for their prescribed period of study, plus a maximum of 12 months to write up or until the point of submission, whichever comes first.

The PGR office space is currently based in the Informatics Forum, Wilkie Building and the Bayes Centre and is managed by the Informatics Graduate School.

Please familiarise yourself with the IGS Student desk allocation policy.

Building access and the use of PGR offices

The PGR offices are shared offices and you are expected treat both the office space and sharing peers with respect. Desks and surrounding office spaces must be kept clean, tidy and organised at all times so as not to negatively impact on neighbouring colleagues and to facilitate a successful sharing experience by all those that need to use the facilities.

Please familiarise yourself with the PGR Office Etiquette Charter.

PGRs must remain at their allocated office as only the IGS has authority to permit office moves. PGR students / supervisors / research staff are not permitted to authorise PGR office allocations, relocations or swaps. If you wish to move from your current allocated office, you must contact the IGS
to request this. We will do our best to accommodate move requests but please note that as space is at a premium, it is unlikely that we will be able to accommodate swaps unless this is supported by an Occupational Health assessment or is required as part of a formal Schedule of Adjustment.

When you are preparing to leave your office, please ensure that you remove all personal belongings from the shared desk and either take them home, or store them in your allocated storage locker.

New students should be aware that the PGR office occupancy numbers may be impacted by COVID restrictions (as required by Scottish Government and/or University COVID Health and Safety requirements). A combination of hybrid working, between home, PGR offices and University study spaces is likely to be required for the foreseeable future.

The University publishes a Code of Practice for Supervisors and Research Students containing information on many important topics including:

- roles and responsibilities of the student, the supervisors and the School
- formal aspects of the progress of research students
- writing up, submission of thesis and examination
- resolving problems
- appeals
- plagiarism and cheating
- other useful information

Please take the time to read the Code of Practice for Supervisors and Research Students fully as it contains lots of useful information about your PGR studies. We recommend you keep a copy of this document on your desktop so you can readily refer to it when necessary.

During your PGR programme, you are governed by the Research Degree Programme Regulations and will be examined under the guidance of the PGR Examination Regulations. When you complete the matriculation process, you are agreeing to be governed by these regulations, therefore, it is recommended that you read these documents to understand what is expected of you during the course of your PGR programme.

Degree Regulations and Programme of Study Postgraduate Degree Programme Regulations 2021/22 PG Research Degree Assessment Regulations
1.13 PhD Timelines

There are several key milestones that PhD students are expected to meet throughout years 1, 2, 3 and the submission year to ensure sufficient progress, and these are outlined in this document. Further information for each year can be found on the IGS website. Please do read through these pages carefully for the full details of each milestone.

Year Timelines

Months stated in the column 'Sept Start' are indicative for full-time students who commence study in September. Students with other start dates should adjust these timings accordingly.

Each first year PhD student is on probation during their first year, and progressing to full PhD status depends on the supervisor’s evaluation in the first year annual report; this report takes into account the panel’s evaluation of the student’s thesis proposal; there is a section in that report for providing a written record of the feedback the panel gave to the student.

The research institute, and in particular the student’s supervisor, is responsible for ensuring that PhD students submit their thesis proposal and that it is presented and reviewed by the panel within the required time frame.

There are a number of compulsory courses you should attend each year. You can find more information on the IGS intranet webpage below.

Recommended training

PhD Timeline (for standard 3 year, full time PhD programmes)

<table>
<thead>
<tr>
<th>Year</th>
<th>When</th>
<th>What</th>
<th>Sept Start</th>
<th>Jan Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Month 1</td>
<td>First Supervisor Meeting: identify career aspirations and training needs</td>
<td>September</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Month 4</td>
<td>Submit Outline Proposal and Literature Review</td>
<td>December</td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit the First Year Review Document</td>
<td>May</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal First Year Review</td>
<td>June</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Supervisor completes the formal first year review report</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td>Year 2</td>
<td>Month 1</td>
<td>Supervisor Meeting - Review career aspirations and training needs</td>
<td>September</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Month 4</td>
<td>Progress Review Meeting with Supervisor</td>
<td>December</td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit a progress report and, optionally, a poster</td>
<td>May</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal Second Year Review</td>
<td>June</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Completion of Formal Annual Report</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td>Year 3</td>
<td>Month 1</td>
<td>Completion Strategy Review Meeting</td>
<td>September</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Month 4</td>
<td>Complete Thesis Outline</td>
<td>December</td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Month 5</td>
<td>Present Work at Seminar</td>
<td>January</td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Month 9</td>
<td>Submit Draft Thesis and Progress Report</td>
<td>May</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Month 10</td>
<td>Formal 3rd Year Review</td>
<td>June</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Month 12</td>
<td>Supervisor completes formal annual report</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Month 1</td>
<td>Completion Strategy Review Meeting</td>
<td>September</td>
<td>January</td>
</tr>
</tbody>
</table>
**Submission Year (or writing up year)**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Thesis Progress Review Meeting with Supervisor</td>
<td>December</td>
</tr>
<tr>
<td>10</td>
<td>Submit Draft thesis and Progress Report</td>
<td>June</td>
</tr>
<tr>
<td>11</td>
<td>Formal Submission Year Review</td>
<td>July</td>
</tr>
<tr>
<td>12</td>
<td>Supervisor completes formal annual report</td>
<td>August</td>
</tr>
</tbody>
</table>

**Note for part-time research students**

For part-time students, milestones in first year and subsequent years are delayed according to the extent of part-time studies. For instance, for a student with prescribed period of 60 months rather than the usual full-time prescribed period of 36 months, the first year thesis proposal is due in month $9 \times 60/36 = 15$. An exception is that formal reports from the supervisor are due at 12-month intervals for part-time students, just as for full-time students.

### 1.14 Additional Programme Fees – thesis submission / write up period

Though your submission or writing up year may seem far away, it is important that you are aware of the fees you will be obligated to pay if you need to register during that year.

The prescribed period of study for the standard PhD programme is 3 years (regardless of how long the stipend payments are funded for) and for CDT programmes the prescribed period of study is 4 years. Prescribed study years incur a full tuition fee and payment of tuition fees depends on your funding package which is outlined in your EUCLID offer. The maximum period of study for the standard PhD programme and CDT programmes is 4 years and 5 years, respectively. The final year is the “submission period” or “writing up” year.

All PhD students are expected to submit their thesis for examination at the end of their prescribed period of study but in the event that this doesn’t happen, you must matriculate onto the “write up” year to continue being registered as a student. And at this point you will be required to pay a University matriculation charge. **The write up year matriculation charge is payable personally by all PhD students and is not covered by studentship funding.** Once you confirm your attendance with the Graduate School you will be invoiced directly by the University via your student account in EUCLID. If you do not confirm your attendance each year, you risk being withdrawn from your degree programme.

If you go beyond the maximum period through approval of an extension to your maximum study period, the University will charge continuation fees for that year, pro rata for every authorised month of extension until submission of the thesis. **All students are personally responsible for paying continuation fees and they are not covered by any studentship funding.**

Depending on the outcome of your viva examination, you may also be required to pay matriculation fees associated with PGR examinations. More details are available below: [Matriculation Fees](#)

All fees are subject to annual review by the University so we advise all PGR students to review the University’s PGR tuition fee policies [here](#) and ensure they are up to date with the costs of matriculation and continuation fees.