

new date when you will expect to complete your studies. You also need to indicate the main reason for wishing to change your mode of study. Your application needs to be supported by your supervisors to indicate that they recommend the proposed change.

Applications for change in mode of study must be submitted in accordance with the format and procedures detailed in Procedure 6.

10. Change in Approved Arrangements for Supervision

The supervision team approved by the Research Degrees Committee Faculty Review Panel at first project review is an integral part of the research programme. If there is a change in circumstances, such as one of your supervisors leaving the employment of the University or a shift in your research direction which requires different or additional subject expertise, it may be necessary to seek approval for a change in your supervisors. It is important to note that, in order to avoid potential difficulties, approval for any change in supervisors needs to be sought as soon as possible. Any proposals for a change in the supervisory team can only be made with the agreement of the student, and is the responsibility of the First Supervisor (or nominee).

You will need to complete the Change in Supervision Request form on myResearch. The reason for the change needs to be described and details of the proposed supervisory team given, under the procedure described in Procedure 6. If a new supervisor is proposed who has not been approved previously by the Research Degrees Committee Faculty Review Panel as a supervisor, the supervisor's curriculum vitae must be submitted with the application. The student must confirm to indicate that he/she is in agreement with the proposed change.

Applications for change in approved supervisory arrangements must be submitted in accordance with the format and procedures detailed in Procedure 6.

11. Extension of Period of Registration

The parameters for the periods of registration during which research degree programmes are expected to be completed are precisely set out in the Regulations. The start and completion dates for each research programme are approved by the relevant Research Degrees Committee Faculty Review Panel at the time of first project review.

If, through a change of circumstances such as delays in acquiring essential equipment or ill health or other personal matters, you need to revise your research programme to go beyond the period of time approved at first project review, you can apply for your period of registration to be extended to take account of the changed circumstances. The maximum periods of time for which extension can be considered are twelve months for full-time students and eighteen months for part-time students. You should note that you will continue to be liable for fees during an extension period.

When submitting an Extension to Period of Registration form on myResearch, the student must produce a thesis outline agreed with the supervisor and can present such evidence to represent his/her case. An interview will be held, either face to face, or over the

telephone, with an experienced internal assessor, appointed by the Faculty Head of Research Students or equivalent role. The Faculty Head of Research Students or equivalent role will forward the recommendation to the Director of the Graduate School for approval.

The internal assessor will assess the application on the following criteria:

- a) Substantial progress already made with respect to an agreed thesis outline;
- b) Whether the work is still timely;
- c) Availability of time and resources to complete the work;
- d) Whether there has been a significant disruption of studies sufficient to warrant the extension requested, for example:
 - Accidents.
 - Death of a close relative.
 - Ill health (of the student, accompanied by a medical note).
 - Serious ill health of a close relative (especially where the student has to assume the role of carer).
 - Unexpected events e.g. theft (accompanied by a police report), equipment not being delivered or failing equipment
 - Parental leave (the student should make a request before the leave is due to begin).
 - Problems beyond the control of the student (e.g. problems originating in the school, such as the supervisor leaving the university).

Examples which are unlikely to lead to agreement on extension:

- Where a student has been registered on a full-time basis and is making a request on the basis of “pressures of work” in connection with employment.
- Where the request is based on the grounds that the student has got married/honeymoon period. This should normally be taken from the student’s annual leave entitlement.
- Where there is no clear relationship between the amount of extra time being requested and the problem being encountered by the student.

Applications for extension of period of study must be submitted in accordance with the format and procedures detailed in Procedure 6.

12. Interruption of Registration

Where you are prevented from carrying out all aspects of the research, by a good cause, you may apply for your registration to be interrupted. Short interruptions for example short breaks due to illness, will not warrant the granting of an interruption.

Applications must be made to the Faculty Head of Research Students or equivalent role (or nominee), using the appropriate form on myResearch and with the authority of the First Supervisor (or nominee). The application shall be considered which may grant an