

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

interruption of study normally for not less than six months or more than one year in the first instance. The Faculty Head of Research Students or equivalent role, or nominee, interviews the student, if necessary, and forwards a recommendation to the Director of Graduate School for approval.

The application will be assessed as to whether there has been a significant disruption of studies sufficient to warrant the interruption 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).
- Parental leave (the student should make a request before the leave is due to begin).

The Panel will not consider retrospective interruptions. Exceptionally, a retrospective interruption may be granted by either the Director of the Graduate School or Head of Academic Services.

Fees are not payable during an interruption of registration because it is assumed that resources, such as library study and/or lending access and access to the supervision team are not being used. If supervision continues, then the student status reverts to active fee paying.

If interruption of registration is approved, the Graduate School will notify relevant departments within the University to ensure that your enrolment is also interrupted for the same period. On your return to the University, the Graduate School needs to be informed that you are resuming your studies. It is not necessary to apply for **registration** for the research degree to be restored but it is necessary for you to complete the **re-enrolment** procedure with the Graduate School (where relevant).

Applications for interruption of registration must be submitted in accordance with the format and procedures detailed in Procedure 6.

Students still in their probationary period who wish to interrupt their studies should complete the relevant form, the minimum period to be granted during the probationary period shall be two months. See Regulation 3.7. The application should be submitted to the Graduate School as soon as the student is aware of the necessity to interrupt his/her studies.

13. Notification of Withdrawal of Registration

You may find that, for a variety of reasons, such as ill-health, change of employment or financial problems, you are not able to continue with your programme and that it is necessary to seek formally to withdraw your registration. In exceptional cases,