

- b) research supervisors must be able to show evidence that not only have regular progress meetings taken place, but also that the main points of discussion have identified the present stage of a student's research programme and advice has been given upon how to proceed.

Progress reports are still required when students are in the fee free completion period of their research and up to submission of their thesis and when in the post-viva corrections stage. The Graduate School monitors the submission of regular progress reports. Persistent non-compliance of progress report submission may lead to the termination of registration.

The progress report form identifies the important parameters for such discussion. Such formal discussions should occur normally at intervals no longer than one month for full-time research students and normally no longer than two months for part-time students.

- 6.5** A progress report must be completed by the student and signed off by a member of the Supervisory Team. The Supervisory has an opportunity to amend/update the record. This process must be completed via myResearch.

The Faculty Head of Research Students or equivalent role will review the progress of the research students and check that regular discussions between supervisors and their students have been taking place.

7. Lengths of Registration and Maximum Periods of Time Before Submission

- 7.1** The minimum and maximum periods of registration, shown both in months and calendar years, are normally as follows:

	<u>Minimum</u>	<u>Maximum</u>
<u>MPhil</u>		
Full-time	12 months (1 year)	24 months (2 years)
Part-time	24 months (2 years)	48 months (4 years)
<u>PhD (via formal review route)</u>		
Full-time	36 months (3 years)	48 months (4 years)
Part-time	48 months (4 years)	72 months (6 years)
<u>PhD by Concurrent Publication</u>		
Full-time	36 months (3 years)	48 months (4 years)
Part-time	48 months (4 years)	72 months (6 years)
<u>PhD by Published Works</u>		
Part-time	12 months (1 year)	24 months (2 years)
<u>MA/MSc by Research</u>		
Full-time	12 months (1 year)	15 months (1 ¼ years)
Part-time	24 months (2 years)	30 months (2 ½ years)

Extensions beyond the maximum period are solely at the discretion of the Faculty Head of Research Students or equivalent role (or nominee). Application for an extension must be made to the Panel, on myResearch and with the support of the student's First Supervisor, **before** the approved period of registration has expired.

Approved interruptions will be taken into account when a student submits an Extension to Period of Registration form on myResearch.

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.

- 7.2** Submissions after the approved period of registration are not permitted unless with the approval of the Faculty Head of Research Students or equivalent role on exceptional grounds.
- 7.3** Students exceeding a period of study longer than six years from the initial date of registration for full-time students and eight years from registration for part-time students may do so only in exceptional circumstances and with the express approval of the Faculty Head of Research Students or equivalent role. Applications for such exceptions will only be considered if a case is made six months before the last extension has expired.

These periods of time will not be changed by introduction of an interruption of Registration under Regulation 9.

8. Continuation and Termination of Registration

- 8.1** Continued registration shall be subject to annual monitoring see Regulation 12.
- 8.2** If a supervisor considers that a research student's performance or progress is unsatisfactory the concerns should be specified in writing to the student normally using the appropriate 'Progress Report ' form.

A student who is notified of unsatisfactory performance or progress has the right to seek advice from the Faculty Head of Research Students or equivalent role.

Supervision of the research should continue following the notification.

If a supervisor considers that a student's performance or progress continues to be unsatisfactory, action may be taken to terminate the registration of the student. However, the action to terminate registration may only be taken after a period of time that allows the student to remedy the specified problems. In the case of full-time students, any action to terminate registration must be taken no sooner than two months and no later than six months following the formal notification of unsatisfactory performance or progress. For part-time students any action to terminate registration must be taken no sooner than six months and no later than twelve months following the formal notification of unsatisfactory progress.

If termination is chosen as the action to be taken, the appropriate form should be used. The final decision to terminate will be taken by the Director of the Graduate School (or nominee) upon receipt of the necessary signatures.

If the registration of a student is terminated under this provision, the Graduate School will notify the student in writing of his/her termination of registration from a certain date. The formal regulations concerning what to do if a student wishes to appeal against a decision to terminate his/her registration are contained in chapter eight of the General Regulations and Procedures Affecting Students which are available on the University's Academic Support Office web pages. A student