

appeal form must be submitted to the Student Appeals and Conduct Officer within 21 calendar days of the date of the letter from the Graduate School.

- 8.3** A student can request withdrawal from the programme at any time. The Panel will not consider retrospective withdrawals. Students will be subject to an exit interview which will normally be carried out by the First Supervisor. The Graduate School will ensure that relevant departments within the University are informed so that an adjustment can be made to the fees, where relevant.
- 8.4** A withdrawal application will not be accepted in the instance that a student is suspected of committing an Academic Offence. In such circumstances the University shall proceed as outlined in the General Student Regulations’.

9. Interruption of Registration

Where a student is prevented from carrying out all aspects of the research, by a good cause, he/she can apply for his/her registration to be interrupted. Because the approved registration period exceeds the expected duration, short interruptions are not necessary and will not be granted; short breaks due to illness will not warrant the granting of a formal 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 study 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.

Should an interruption of study be granted, the Graduate School will ensure that relevant departments within the University are notified so that the student's enrolment is also interrupted and adjustment made to fees.

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.

10. Change in Approved Mode of Study

Where a student wishes to request a change in mode of study between full and part-time, he/she can apply to the relevant Faculty Head of Research Students or equivalent role (or nominee), with detailed reasons. Such applications should be made using the appropriate form on myResearch and with the authority of the first supervisor (or nominee).

Should the change be approved the Graduate School will ensure that relevant departments within the University are informed so that adjustment can be made to fees, where relevant.

No change of mode shall be considered following the commencement of the fee free completion period. This is to ensure that University statistics more accurately reflect the mode under which the work was carried out. There is no negative implication for the student with respect to fees.

11. Variations from the Standard Research Programme

The following variations from the standard research programme are permissible provided that the approval of the Research Degrees Committee Faculty Review Panel is obtained **at first project review**.

11.1 Exhibition, Performance, Creative Writing or Similar Work

A student may undertake a programme of research in which the student's exhibition, performance, creative writing or other similar work, forms as a point of origin or reference, a significant part of the intellectual enquiry. Such work may be in any field but **must have been undertaken as part of the registered research programme**. In such cases, the presentation or submission of work relating to exhibition, performance or other creative writing or similar work must be supported by documentation in the form of a thesis which sets the work in its relevant theoretical, historical, critical and/or design context. The thesis must itself conform to the usual scholarly requirements and be of the correct length as defined in Regulation 15.

The final electronic copy of the submission must be accompanied by some permanent record (for instance, computer disk, video, photographic record, musical score, choreographic notation, diagrammatic representation) of the exhibition,