

The application will be assessed as to whether there has been a significant disruption of studies sufficient to warrant the interruption requested,

Supporting written evidence will normally be provided, for example:

- Accidents (accompanied by a medical certificate).
- Death of a close relative (accompanied by a death certificate).
- Ill health (of the student, accompanied by a medical note).
- Serious ill health of a close relative (accompanied by a medical certificate, 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).

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

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. An extension of an equal duration to the Interruption will be added to the student timeline. If an equal extension is not required the relevant question on the Interruption form should be completed accordingly. 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, supervisors may consider it advisable to seek the termination of a student's registration.

A student can request withdrawal from the programme at any time. The Panel will not consider retrospective withdrawals.

The Withdrawal Request form will need to be completed on myResearch. In most cases, the form is completed by the student, indicating, from the list of possibilities provided on the form, the main reason for wishing to withdraw. If the student is unavailable to complete the form, the first supervisor may do so, giving the reasons for the student's unavailability.

You will be subject to an exit interview which will normally be carried out by the first supervisor.

Notifications of withdrawal of registration must be submitted in accordance with the format and procedures detailed in Procedure 6.

Please note that failure to formally withdraw from the programme will result in you being charged fees until such time as you do formally withdraw.

14. Approval of Examiners

Students for research degrees are examined on the basis of the submitted thesis and through the defence of the thesis in an oral examination (viva voce). Applications for the approval of examiners are prepared by the supervisors as defined by the Graduate School procedures. The form in myResearch requires the nomination of the examination team and the date the examination is expected to take place for the approval of the Faculty Head of Research Students or equivalent role and the Director of the Graduate School.

14.1 Normally, the examining team for a research degree consists of:

- a) an External Examiner, who is external to and independent of the university or the collaborating establishment, and
- b) an Internal Examiner, who is a member of staff of the university.

14.2 As a whole, the examining team is expected to have:

- a) substantial experience in examining research degree students at the level of the degree in question; and
- b) substantial knowledge of current research relating to the subject area of the submission.

In selecting individuals to be nominated as examiners and with regard to Regulation 16, the supervisors need to take a wide range of matters into account, which include:

- i) in order to be able to take a detached view of the student's work, the examiners who are nominated shall be independent of the student and