

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:

- Substantial progress already made with respect to an agreed thesis outline;
- Whether the work is still timely;
- 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:
- e) 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).
 - 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