

- 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

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 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