

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

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,

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.