

## **8. Continuation and Termination of Registration**

**8.1** Continued registration shall be subject to annual monitoring see Regulation 12.8.

**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 Chair of his/her Faculty's Research Degrees Committee (or Head of Postgraduate Studies in the case of Faculties without devolved powers from HDC).

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 three 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 Chair of the Higher Degrees Committee upon receipt of the necessary signatures.

If the registration of a student is terminated under this provision, the Graduate School Office will notify the student in writing of his/her termination of registration from a certain date and that the student has the right to request a reconsideration of the decision provided the request reaches the Academic Registrar within 14 days of the notification.

**8.3** A student can request withdrawal from the programme at any time. Students will be subject to an exit interview which will normally be carried out by the First Supervisor. The Graduate School Office will ensure that the Academic Registry are informed, by completion of a P63, 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'