

### **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 withdrawal will not normally be processed more than two months retrospectively. Exceptionally, a longer period of time may be processed by either the Director of the Graduate School or Head of Academic Services.

The form *notification of withdrawal of registration* will need to be completed. 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. Application for 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 Office procedures. The form 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 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 his/her work in that they shall not have provided any guidance in respect of the context or structure of the thesis or other submitted work. However, in very exceptional cases, one of the student's supervisors may be nominated to be an examiner but in this case an additional internal examiner will also need to be nominated,
- ii) if the student is a permanent member of academic staff of the university, it is a requirement that two External Examiners are nominated as well as an Internal Examiner,
- iii) for PhD students at least one examiner shall normally hold a PhD,
- iv) a person who is a student for a research degree cannot be nominated to be a examiner for another student,
- v) in the case of PhD students who have transferred from MPhil or undertaken formal review, the Internal Assessor at the transfer stage cannot normally be nominated to be an examiner.
- vi) external examiners must evidence their eligibility to work in the United Kingdom to the Graduate School Office,
- vii) former members of university staff are not normally eligible for nomination as external examiners until three years after the termination of their employment in the university.

If an examiner is nominated who has not previously served as a research degree examiner at the University, it is necessary for a copy of his/her curriculum vitae to be submitted with the application.

An application for approval of examination arrangements must be submitted **at least 3 months** prior to the submission of the examinable thesis. If the examination does not take place within 12 months of the proposed examination date, the first supervisor will be asked by the Graduate School Office to confirm that the approved examining arrangements are still valid and to set a new examination date. If the examination has not taken place within 18

months of the original proposed examination date, a resubmission of the examination arrangements may be required,

Applications for approval of examination arrangements must be submitted in accordance with the format and procedures detailed in Procedure 6.

**14.3** A student will complete a declaration form upon submission of the thesis for examination which confirms that:

- a) the work was solely conducted during the registration for the award with the University, under University supervision; *or*  
  
the nature and extent of any exceptions must be specified.
- b) no material used in the thesis was used in any other submission; *or*  
  
indicate nature and extent of any material which forms part of the submission elsewhere.
- c) the work re-presented in the submission was undertaken solely by the student, except as described under Regulation 2.11.

## **15. Administrative Conduct of Examinations**

When the Faculty Head of Research Students and the Director of the Graduate School has approved the examination arrangements, the examiners will be notified of their appointments. The student's First Supervisor will receive copies of the correspondence.

The instructions given to examiners will be explicit in that they will be made aware that if they write on the thesis the student may eventually get to see such comments.

It is the responsibility of the First Supervisor to make the specific arrangements for the examination, including the date, time, location and hospitality. **The Graduate School Office must be notified of these arrangements immediately they have been finalised.**

### **15.1 Submission of Theses**

The student should submit as many identical copies of the glue-bound thesis as there are examiners to the Graduate School Office, at least one month prior to the date of his/her examination, and should bring to the viva voce a further identical copy for their own use. If under Regulation 17.4 the student has requested that his/her supervisor be present then a further copy shall also be provided for use by the supervisor. Students are required to submit an electronic copy of the thesis which is identical in content to the hard-copy version of the thesis for computerised analysis according to the procedure defined by the Graduate School Office.