

made to the Panel, on the appropriate form 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 'Application for Extension to Period of Registration'.

When submitting an 'Application for Extension to Period of Registration' form the student must produce a thesis outline agreed with the supervisor and can present such evidence as to help his/her case. The form shall be considered by the Faculty Head of Research Students (or nominee). In these cases there shall follow an interview, either face-to-face or over the telephone, with an experienced internal assessor appointed by the Faculty Head of Research Students. If medical evidence supports the first request for an extension the interview is not required. It is permissible to request subsequent extensions but the University will scrutinise additional requests carefully.

The criteria for the internal assessor to support the application are as follows:

- a) Substantial progress with respect to an agreed thesis outline,
- b) Whether the work is still timely,
- c) Availability of time and resources to complete the work.

The assessor shall express a view as to whether; in his/her opinion the resulting period of extension is sufficient.

**7.2** Submissions after the approved period of registration are not permitted unless with the approval of the Faculty Head of Research Students 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. 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.

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 Office 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 Office.

- 8.3** 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 on approval of either the Director of the Graduate School or Head of Academic Services. 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 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