

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

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 nominee), using the appropriate form 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. Those students enrolled on the MA/MSc by Research may request an interruption of normally not less than three months.

The Panel will consider up to two months retrospective interruptions and no longer. Exceptionally, a longer period of time may be granted by either the Director of the Graduate School or Head of Academic Services.

Fees are not payable during an interruption of study 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.

Should an interruption of study be granted, the Graduate School Office will ensure that relevant departments within the University are notified so that the student's enrolment is also interrupted and adjustment made to fees.

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 3.6.

10. Change in Approved Mode of Study

Where a student wishes to request a change in mode of study between full and part-time, he/she can apply to the relevant Faculty Head of Research Students (or nominee), with detailed reasons. Such applications should be made using the appropriate form and with the authority of the first supervisor (or nominee).

Should the change be approved the Graduate School Office will ensure that relevant departments within the University are informed so that adjustment can be made to fees, where relevant.

No change of mode shall be considered following the commencement of the fee free completion period. This is to ensure that University statistics more accurately reflect the mode under which the work was carried out. There is no negative implication for the student with respect to fees.

11. Variations from the Standard Research Programme

The following variations from the standard research programme are permissible provided that the approval of the Research Degrees Committee Faculty Review Panel is obtained **at registration.**