

3. Enrolment and the Payment of Tuition Fees

- 3.1** A candidate cannot commence his/her programme of study until they have enrolled as a student studying for a Research Degree. He/she will then **automatically** be re-enrolled at the start of each academic session throughout the programme. This means that, unless good reason has been provided for registration to be interrupted or terminated, fees will continue to be charged. Students enrolled on MPhil or PhD and based in the UK are required to attend the Induction Programme within six months of enrolment and must refer to the Research Training Handbook for information regarding the completion of other relevant compulsory courses. Students enrolled on MA or MSc and based in the UK are required to attend the Faculty Induction Programme within three months of enrolment and must refer to their Faculty Research Training Handbook.
- 3.2** Students will normally be expected to enrol at one of the fixed entry points outlined in 2.2 above. Continued enrolment and registration is subject to the payment of annual fees, their level to be defined by the University.
- 3.3** Candidates who enrol during an academic session (i.e. not at its start) are liable to pay a proportion of the fee for the whole session. In subsequent sessions, they shall be liable for the full annual fee.
- 3.4** There may be an opportunity to pay by instalments. (Further information can be obtained from the Finance Office or the Academic Registry.)
- 3.5** At the end of the student's research work he/she is entitled to a six month writing-up period, during which no fees are paid. MA/MSc by Research students are entitled to a three month writing up period. However, notification to the Graduate School Office of the start of this period must be made, with the support of the First Supervisor. Should a student fail to complete during his/her writing-up period, liability for a continuation fee will apply until the thesis is submitted to the Graduate School Office for examination. If Regulation 17.3 is invoked the student will also be liable to pay continuation fees.

Probationary Students wishing to interrupt their studies during the probationary period following enrolment should complete the INT1 form. Interruptions will require the approval of the First Supervisor and the Chair of the Faculty's Research Degrees Committee. If the First Supervisor is also the Chair of the Faculty's Research Degrees Committee the second signatory must be a senior member of the Faculty's Research Degrees Committee.