

3. Enrolment and the Payment of Tuition Fees

- 3.1 A applicant 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 intending to register for 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 Researcher Development Programme Handbook provided by the Graduate School Office for information regarding the completion of other relevant compulsory courses. Students intending to register for MA or MSc by Research 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 provided by the Graduate School Office.
- 3.2 Students will normally be expected to enrol at one of the fixed entry points outlined in 2.3 above. Continued enrolment and registration is subject to the payment of annual fees, their level to be defined by the University.
- 3.3 Students who enrol during an academic session (i.e. January or April) 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 and further information can be obtained from the Finance Office or Student and Academic Services.
- 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.
- 3.6 Probationary Students wishing to interrupt their studies during the probationary period following enrolment should complete the correct form. Interruptions will require the approval of the First Supervisor and the Faculty Head of Research Students. If the First Supervisor is also the Faculty Head of Research Students the second signatory must be the Director of the Graduate School.
- 3.7 Research degree students are required to use their university email address (e.g. P00000076@email.dmu.ac.uk). This will be the main form of communication from the Graduate School Office and Faculties. All information will be sent to this account and/or posted on Blackboard, therefore students will be required to check this account regularly.