

You will need to complete the *application for change in approved arrangements for supervisory team* form. The reason for the change needs to be described and details of the proposed supervisory team given, under the procedure described in Procedure 6. If a new supervisor is proposed who has not been approved previously by the Research Degrees Committee Faculty Review Panel as a supervisor, the supervisor's curriculum vitae must be submitted with the application. The student must confirm to indicate that he/she is in agreement with the proposed change.

Applications for change in approved supervisory arrangements must be submitted in accordance with the format and procedures detailed in Procedure 6.

11. Application for Extension of Period of Registration

The parameters for the periods of registration during which research degree programmes are expected to be completed are precisely set out in the Regulations. The start and completion dates for each research programme are approved by the relevant Research Degrees Committee Faculty Review Panel at the time of registration.

If, through a change of circumstances such as delays in acquiring essential equipment or ill health or other personal matters, you need to revise your research programme to go beyond the period of time approved at registration, you can apply for your period of registration to be extended to take account of the changed circumstances. The maximum periods of time for which extension can be considered are twelve months for full-time students and eighteen months for part-time students. You should note that you will continue to be liable for fees during an extension period.

When submitting an *application for extension of period of registration* form the student must produce a thesis outline agreed with the supervisor and may present such evidence to help his/her case. There shall follow a face-to-face or telephone interview 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 their opinion the resulting period of extension is sufficient. The form shall then be submitted to the Faculty Head of Research Students and the Director of the Graduate School, where appropriate for consideration. The period of time for which extension is requested needs to be stated and the reason for the request indicated from a range of possibilities listed on the form. You are also required to provide a summary of not more than 500 words describing the progress of your research to date and outlining the work still to be completed.

Application for extension must be supported by your supervisor.

Applications for extension of period of study must be submitted in accordance with the format and procedures detailed in Procedure 6.

12. Application for Interruption of Registration

Where you are prevented from carrying out all aspects of the research, by a good cause, you may apply for your registration to be interrupted. Short interruptions for example short breaks due to illness, will not warrant the granting of an interruption.

The application shall be considered by the relevant Faculty Head of Research Students (or nominee), who may grant an interruption of study normally for not less than six months or more than one year in the first instance. 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 registration 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.

You will need to complete an *application for interruption of registration* form, where you will have to state the dates from which and to which interruptions are requested. The First Supervisor needs to support the request to confirm his/her approval of the suspension of registration.

If interruption of registration is approved, the Graduate School Office will notify relevant departments within the University to ensure that your enrolment is also interrupted for the same period. On your return to the University, the Graduate School Office needs to be informed that you are resuming your studies. It is not necessary to apply for **registration** for the research degree to be restored but it is necessary for you to complete the **re-enrolment** procedure with the Graduate School Office (where relevant).

Applications for interruption of registration must be submitted in accordance with the format and procedures detailed in Procedure 6.

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. The application should be submitted by the first supervisor to the Graduate School Office as soon as the student is aware of the necessity to interrupt his/her studies.