

13. Notification of Withdrawal of Registration

You may find that, for a variety of reasons, such as ill-health, change of employment or financial problems, you are not able to continue with your programme and that it is necessary to seek formally to withdraw your registration. In exceptional cases, supervisors may consider it advisable to seek the termination of a student's registration.

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 by either the Director of the Graduate School or Head of Academic Services.

The form *notification of withdrawal of registration* will need to be completed. In most cases, the form is completed by the student, indicating, from the list of possibilities provided on the form, the main reason for wishing to withdraw. If the student is unavailable to complete the form, the first supervisor may do so, giving the reasons for the student's unavailability.

You will be subject to an exit interview which will normally be carried out by the first supervisor.

Notifications of withdrawal of registration must be submitted in accordance with the format and procedures detailed in Procedure 6.

Please note that failure to formally withdraw from the programme will result in you being charged fees until such time as you do formally withdraw.

14. Application for Approval of Examiners

Students for research degrees are examined on the basis of the submitted thesis and through the defence of the thesis in an oral examination (viva voce). Applications for the approval of examiners are prepared by the supervisors as defined by the Graduate School Office procedures. The form requires the nomination of the examination team and the date the examination is expected to take place for the approval of the Faculty Head of Research Students and the Director of the Graduate School.

14.1 Normally, the examining team for a research degree consists of:

- a) an External Examiner, who is external to and independent of the university or the collaborating establishment, and
- b) an Internal Examiner, who is a member of staff of the university.

14.2 As a whole, the examining team is expected to have: