

## **Changes to the Policy on Interruptions, Extensions and Withdrawal/Terminations for Postgraduate Research Degrees (September 2009).**

### **Synopsis**

This paper sets out revisions to 'Policy on Interruptions, Extensions and Withdrawal/Terminations for Postgraduate Research Degrees'. All changes to the policy were approved by the Graduate Education Group (GEG) on 17<sup>th</sup> September 2009.

The revised policy can be found at:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestostudy>

### **Effective Date of Introduction**

17<sup>th</sup> September 2009

### **Contact**

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### **Changes to Policy**

1. Policy title

Change from:

"Policy on Interruptions, Extensions and Withdrawal/Terminations for Postgraduate Research Degrees"

To:

"Policy on Circumstances Leading to Changes to Postgraduate Research Study"

2. Section 1 – Introduction

Change from:

"The following document contains information for students and academic and administrative staff in Schools and Faculties to inform on procedures and policy relating to interruptions and extensions of postgraduate research degrees, and deals with issues regarding management of the timeframe of postgraduate research degrees.

In addition, the document contains procedure and policy information relating to the withdrawal of students and the termination of student registrations.

For the purposes of this policy, the term 'postgraduate research degrees' refers to doctoral, Master of Philosophy (MPhil), Master of Surgery (ChM) and Doctor of Medicine (MD) degrees."

To:

*Circumstances Leading to Changes to Postgraduate Research Study* contains information for students and staff on University policy and procedures concerning the following:

- The standard duration of postgraduate research degrees
- The submission pending period
- Interruption of studies
- Unauthorised absence
- Short-term absence
- Official leave of absence for study leave and fieldwork
- Holiday leave
- Maternity, adoption and paternity leave and pay
- Extension of studies
- Withdrawal from a postgraduate research degree
- Termination of a student registration
- List of exceptional circumstances/list of non-exceptional circumstances that may/may not be acceptable in a student's application for an interruption or extension
- Documentary evidence required to support requests for changes to study

This policy applies to all doctoral and master's level postgraduate research degrees at the University of Manchester. The policy does not apply to Master of Research (MRes) or any other postgraduate taught degree programmes.

### 3. Section 1 – Introduction

Change:

"Students are responsible for reading the following and ensuring that they are aware of the procedures for requesting an interruption or extension to their postgraduate research degree. It is essential that students consult their supervisor, advisor or appropriate graduate administrator as soon as the need for an interruption or extension becomes apparent. Non-EU international students should consult the International Advice Team in the Student Services Centre for impartial advice regarding the immigration implications of a particular course of action (see <http://www.campus.manchester.ac.uk/ssc/internationalteam> for contact details)."

To:

"It is the student's responsibility to ensure that they are aware of the procedures for requesting an interruption or extension to their postgraduate research degree. It is essential that students consult their supervisor, advisor or appropriate graduate administrator as soon as the need for an interruption or extension becomes apparent. **Funded students must also consult their sponsor.** Non-European Economic Area (EEA) international students should refer to the International Advice Team in the Student Services Centre for impartial advice regarding the immigration implications of a particular course of action (for contact details see <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>). **Students should bear in mind that any delays to the**

completion of their degree as a result of an interruption or extension may lead to financial or visa problems later in their degree programme.”

4. Section 1 – introduction

Change:

“Since April 2007, the University has been legally required to report to the government if non-EU international students, who have been issued a visa or residence permit as a student, interrupt or extend their degrees or if they withdraw or their registration is terminated. The University is required to monitor the attendance of this group of students and to report any periods of absence lasting more than two weeks.”

To:

“The University will monitor the progress and attendance of all postgraduate research students, and will report any interruption, extension, unauthorised absence, termination or withdrawal from studies to external sponsors and/or the British government where required to do so.”

5. Section 2 – Duration of Study

Change ‘minimum and maximum’ to ‘standard’ in:

The University of Manchester ordinances and regulations for postgraduate research degrees detail the standard periods of study for part-time and full-time students, which vary in duration according to the type of degree.

6. Section 2 – Duration of Study

Change ‘maximum’ to ‘standard’ in:

“The *normal* standard duration of a postgraduate research degree is as follows:”

7. Section 2 – Duration of Study

Add ‘Master of Enterprise (MEnt) and Master of Science (MSc) by Research’ to:

“one year full-time and no more than two years part-time for Master of Philosophy (MPhil), Master of Enterprise (MEnt) and Master of Science (MSc) by Research;”

8. Section 2 – Duration of Study

Use full, not abbreviated, titles for the degrees PhD, EngD and EntD.

9. Section 3 – Duration of Study

Change ‘full’ to ‘the appropriate’ in:

“For the duration of the degree, students pay the appropriate tuition fees and are fully registered as postgraduate research degree students at the University of Manchester.”

10. Section 2 – Duration of Study

Change:

"Students are expected to complete all postgraduate research degree work, including research and the writing up of the thesis, within the maximum period permitted for their degree."

To:

"Students are expected to complete all postgraduate research degree work, including research and the writing up of the thesis, within the standard period of the programme."

11. Section 2 – Duration of Study

Change:

"The supervisor must confirm to the appropriate graduate office that the student has completed all primary research and laboratory work before the student may register for the submission pending period."

To:

"Students are expected to have completed all primary research and laboratory work before registering for the submission pending period."

12. Section 2.1 – The submission pending period

Change:

"All students who have not already submitted their thesis within the maximum period allowed for their degree must register for the submission pending period and pay the appropriate fee. Details of submission pending fees are available at <http://www.campus.manchester.ac.uk/ssc/tuitionfees/tuitionfees/>."

To:

"All students who have not already submitted their thesis within the standard period allowed for their degree must register for the submission pending period and pay the appropriate fee. Details of submission pending fees can be found in the University's Crucial Guide: <http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/>."

13. Section 2.1 – The submission pending period

Change:

"Students must request permission to register for the submission pending period..."

To:

"Students must register for the submission pending period..."

14. Section 2.1 – The submission pending period

Remove: "...bearing in mind the recommendation of the Faculty in this respect."

15. Section 2.1 – The submission pending period

Add:

“For further details on notice of submission, see the University’s examination policy at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/>.”

16. Section 2.1 – The submission pending period

Add ‘wherever possible’ to:

“Any application for interruption of studies should **wherever possible** be made before the beginning of the proposed period of interruption...”

17. Section 2.1 – The submission pending period

Add:

“Supervisors concerned about a student’s welfare and/or progress should seek advice from the appropriate School or Faculty graduate office.”

18. Section 3.1 – Interruption of studies

Remove ‘at any time’ from:

“Any student experiencing exceptional circumstances (see Section 13) may be permitted to interrupt their degree ~~at any time~~ by prior approval of the appropriate School or Faculty postgraduate research degrees panel or equivalent.”

19. Section 3.1 – Interruption of studies

Remove:

“In the case of non-EU international students in the UK on a student visa or residence permit, the University is legally required to report to the government any interruption of studies.”

20. Section 3.1 – Interruption of studies

Change:

“Full-time students should consider that in on-going but less critical circumstances, a change of mode of attendance to part-time status may be an appropriate alternative. International students in the UK on a student visa are not normally permitted to study part-time and it is essential that they seek impartial immigration advice from the International Advice Team in the Student Services Centre before considering this option (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details).”

To:

“A change in mode of attendance to part-time may be an appropriate alternative to an interruption for full-time students. Funded full-time students, however, should check that the terms and conditions of their award allow a change to part-time status before considering this option.

International students in the UK on a student visa are not normally permitted to study part-time."

21. Section 3.1 – Interruption of studies

Add:

"Students who request to interrupt for longer than 12 months may be asked to withdraw from the degree and reapply at a future date."

22. Section 3.1 – Interruption of studies

Change:

"During the period of interruption, students' registration status is 'interrupting' and no tuition fees are payable."

To:

"During the period of interruption, students' registration status is **put on hold** and no tuition fees are payable."

23. Section 3.1 – Interruption of studies

Change 'minimum' to 'standard' in:

"The degree is suspended and both the **standard** period of research and the thesis submission date are extended by a corresponding period."

24. Section 3.1 – Interruption of studies

Remove:

"During the period of interruption, students will not be entitled to supervision or use of any University facilities including library and computer access."

25. Section 3.2 – Interrupting due to illness (new section)

Add new section:

"For periods of illness of less than four weeks duration, the student will not be required to formally interrupt their studies. It is expected that the student will make up this time during their programme or at the end of their programme.

If the period of illness exceeds four weeks, the student will be required to formally interrupt their studies.

In cases of illness of a long duration, the School or Faculty, in liaison with Occupational Health and the Disability Support Office, will consider whether the student's withdrawal from the programme and possible reapplication at a future date would be a more appropriate measure.

Students must keep their supervisor and appropriate School or Faculty informed of any changes in their circumstances that may result in them returning to their studies earlier or later than originally stated. Students who are interrupting must apply for a further interruption and provide a new medical certificate (see section 16.1).

Any student who has been absent for longer than two months due to illness is required to provide confirmation from their General Practitioner on official headed documentation that they are fit to resume their studies.

Occupational Health and/or the Disability Support Office should be consulted if additional support needs are required for students returning from long-term sick leave.

Students who receive an annual maintenance stipend from the University may be entitled to sick pay and should refer to section 11."

26. Section 3.4 – The application process for interruptions

Add:

"A supervisor may also recommend that a student interrupts if s/he feels that this is the most appropriate course of action."

27. Section 3.4 – The application process for interruptions

Change:

"Normally, an application form, available from the appropriate graduate office, or a letter of application must be submitted."

"Normally, an application form, available from the appropriate School or Faculty graduate office, or a letter of application must be **completed by both the candidate and the supervisor.**"

28. Section 3.4 – The application process for interruptions

Remove:

"Non-EU international students may need to apply for an extension to their permission to stay in the UK (visa or residence permit) as a consequence of an interruption. The immigration application must include a letter from the appropriate graduate office or a member of the supervisory team stating the reasons for the interruption and the length of time required to complete the degree. This letter must be supported by relevant medical and/or other evidence (see Section 14). Please contact the International Advice Team if further information is required (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details and sample letters). Please refer also to Section 12."

29. Section 4 – Unauthorised Absence and Short-Term Absence

Add:

"The supervisor and other members of the supervisory team must report student absence to the appropriate School or Faculty graduate office."

30. Section 4 – Unauthorised Absence and Short-Term Absence

Change:

"Any period of unauthorised absence should be reported by the supervisor or other member of the student's supervisory team to the appropriate

graduate office. If the student is sponsored, any absence will be reported to the relevant funding organisation.

To:

"If the student is sponsored, any absence will be reported to the relevant funding organisation. In the case of non-EEA international students, unauthorised absences may also be reported to the government."

31. Section 4 – Unauthorised Absence and Short-Term Absence

Remove:

"In the case of non-EU international students, the University is required to notify the government if students are absent for longer than two weeks. The University's Records Management Office is responsible for reporting to the government as required."

32. Section 4 – Unauthorised Absence and Short-Term Absence

Remove:

"Non-EU international students whose research is delayed will need to apply to the Home Office for an extension of stay in the UK to enable them to complete their studies. Medical certificates and other relevant documents (see Section 14) must be accumulated as these will form an essential part of the immigration extension application. Please refer also to Section 12."

33. Section 5 – Official Leave of Absence/Study Leave/Fieldwork

Add 'normally' to:

"A reduced fee will normally be charged during this period."

34. Section 5 – Official Leave of Absence/Study Leave/Fieldwork

Change:

"If the study or research is not related to the research topic, students will be advised to apply for an interruption to their research degree."

To:

"For any period of study leave, fieldwork or internship other than official leave of absence, students will be advised to apply for an interruption to their research degree."

35. Section 6 – Holiday Leave Allowance

Remove:

"Leave should not normally be taken during the academic term."

36. Section 7 – Maternity Leave

Change:

"Students may interrupt their studies for the purpose of maternity leave at any time from 28 weeks of the pregnancy for a maximum period of 12

months during their degree. The period of leave must be taken in one consecutive block.

Where policies exist, sponsored students must follow the maternity leave policy of their sponsor. The University's Directorate of Human Resources policy on maternity leave should be followed by students who are employed by the University.

Non-EU international students will need to apply for an extension to their permission to stay in the UK (visa) as a consequence of an interruption for maternity leave. Please see section 3.3 for further information."

To:

"Students may interrupt their studies for the purpose of maternity leave at any time from the 11<sup>th</sup> week before the expected week of childbirth until the date of childbirth for a maximum period of 12 months during their degree subject to their fulfilling all eligibility criteria. The period of leave must be taken in one consecutive block.

Where policies exist, sponsored students must follow the maternity leave policy of their sponsor. The University's Directorate of Human Resources policy on maternity leave should be followed by students who are members of staff of the University of Manchester.

For detailed information on applying for maternity leave and eligibility criteria, students should consult *Maternity Leave - Guidance on Procedures for Postgraduate Research Students* available at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/chan gestostudy/>."

37. Section 8 (Paternity Leave) and Section 9 (Adoption Leave) have been changed around.

38. Section 9 (now section 8) - Adoption Leave

Change:

"Students who are adopting a child may interrupt their studies for a maximum 12 month period during their degree. The period of leave must be taken in one consecutive block.

Where policies exist, sponsored students must follow the adoption leave policy of their sponsor. The University's Directorate of Human Resources policy on adoption leave should be followed by students who are employed by the University."

To:

"Students who are adopting a child may interrupt their studies from the date of child placement or no more than 14 days (including weekends and public holidays) prior to the date of child placement for a maximum 12 month period during their degree subject to their fulfilling all eligibility criteria. The period of leave must be taken in one consecutive block.

Where policies exist, sponsored students must follow the adoption leave policy of their sponsor. The University's Directorate of Human Resources policy on adoption leave should be followed by students who are members of staff of the University of Manchester.

For detailed information on applying for adoption leave and eligibility criteria, students should consult *Guidance on the Procedures for Postgraduate Research Students applying for Adoption Leave* available at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/channelstostudy/>."

39. Section 8 (now section 9)– Paternity Leave

Change:

"A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following birth.

Where policies exist, sponsored students must follow the paternity leave policy of their sponsor. The University's Directorate of Human Resources policy on paternity leave should be followed by students who are employed by the University."

To:

"A total of 14 days (including weekends and public holidays) paternity leave may be taken at any time during a partner's pregnancy or within three months following birth.

In the case of adoption leave, a total of 14 days (including weekends and public holidays) leave may be taken to support the primary carer at any time from the date of the child's placement. However, paternity leave must be completed within 56 days (including weekends and public holidays) of the child's placement.

The 14 days of paternity leave must be taken in one block.

Where policies exist, sponsored students must follow the paternity leave policy of their sponsor. The University's Directorate of Human Resources policy on paternity leave should be followed by students who are members of staff of the University of Manchester.

A request for paternity leave does not require formal approval from the School/Faculty or a formal interruption, but students must inform their supervisor/s or member of their supervisory team and the appropriate School or Faculty graduate office before taking paternity leave."

40. Section 10 – Maternity, Adoption and Paternity Pay (new section)

Add:

"Students who are in receipt of an annual maintenance stipend funded by the University or from a Research Council Doctoral Training Grant (DTG) may be entitled to funding from the University during their period of maternity or adoption leave and should refer to the University's *Maternity, Adoption and Paternity Pay Policy for Funded Postgraduate Research*

Students at

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/channelgestostudy/> for full details of eligibility criteria. The policy also contains information on payment of maintenance stipends during periods of paternity leave.”

41. Section 11 - Sick Pay (new section)

Add:

“Students who are in receipt of an annual maintenance stipend funded by the University or from a Research Council Doctoral Training Grant (DTG) may be entitled to sick pay from the University and should refer to *Sick Pay Policy for Funded Postgraduate Research Students* at <http://www.campus.manchester.ac.uk/researchoffice/graduate/code/channelgestostudy/> for full details of eligibility criteria.”

42. Section 10.2 (now section 12.2) – Extension to the submission pending period

Add:

“Only in the most exceptional circumstances (see Section 15) may students apply to extend the submission pending period.”

43. Section 10.3 (now section 12.3) – Extension to the resubmission period

Change:

“Students who have received a referral and have been asked to resubmit their thesis with substantial corrections after the first examination have one year in which to resubmit a revised thesis.”

To:

“Students who have received a referral and have been asked to resubmit their thesis with substantial corrections after first examination have either six months to resubmit a revised thesis (if no further research is required) OR one year in which to resubmit a revised thesis (if further research is required).”

44. Section 10.3 (now section 12.3) – Extension to the resubmission period

Add

“Any application for an extension must be submitted at least two months in advance of the final deadline for submission.”

45. Section 10.3 (now section 12.3) – Extension to the resubmission period

Remove:

“Non-EU international students should also seek advice from the International Advice Team in the Student Services Centre (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details).”

46. Section 10.4 (now 12.4) – The late submission fee

Change 'reject' to 'not accept' in:

"A postgraduate research degrees panel may decide **not to accept** a thesis that is submitted late."

47. Section 10.4 (now 12.4) – The late submission fee

Change:

"Students will normally be charged a fee of £500 to submit their thesis late."

To:

"Students will normally be charged a £500 penalty fee for late submission."

48. Section 10.6 (now 12.6) – The application process for extensions

Change:

"To apply for an extension to submission pending period, the supervisor must provide detailed information about what stage the thesis has reached, the reason/s for the delay, an assessment of the time required for the thesis to be submitted for examination and an assurance that it will be submitted by the stipulated deadline."

To:

"To apply for an extension to the submission pending period or the resubmission period, the candidate must provide a letter of support from their supervisor along with detailed information about what stage the thesis has reached, the reason/s for the delay, an assessment of the time required for the thesis to be submitted with a full work plan and an assurance that the thesis will be submitted by the stipulated deadline."

49. Section 10.6 (now 12.6) – The application process for extensions

Remove:

"Non-EU international students may need to apply for an extension to their permission to stay in the UK (visa or residence permit). The immigration application must include a detailed letter of support similar to that submitted to the postgraduate research degrees panel by the appropriate graduate office or a member of the supervisory team. This letter must be supported by relevant medical and/or other evidence (see Section 14). Please contact the International Advice Team if further information is required. Contact details and a sample letter are at <http://www.campus.manchester.ac.uk/ssc/internationalteam/> Please also refer to Section 12."

50. Section 11 (now section 13) – International Students and the Submission Pending Period

Title of section changed to 'International Students and Immigration'.

51. Section 11 – International Students and the Submission Pending Period (now section 13 - 'International Students and Immigration')

Change:

"International postgraduate research degree students are initially normally registered full-time for a period of one year for MPhil; two years for ChM and MD; three years for PhD and Professional Doctorates; and four years for EngD, and normally obtain a student visa for this length of stay plus an extra four months.

In order to extend their visa for a further period, students must obtain a letter to submit to the relevant visa authorities. This will normally be provided by the student's supervisor although in some cases this may be provided by the appropriate graduate office. This letter will comment on the student's progress and attendance and state when the student will be expected to have their oral examination. Sample letters are available from the International Advice Team website (<http://www.campus.manchester.ac.uk/ssc/internationalteam/>).

International students will then normally receive a visa extension for the period specified in the letter plus a further four months to allow attendance at a graduation ceremony. Visa extensions to cover a submission pending period of more than 12 months will only be granted in the most exceptional circumstances and must be supported by a letter of strong support from the supervisor along with any relevant documentary evidence (see Sections 13 and 14).

International students should contact the International Advice Team in the Student Services Centre for further information (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details)."

To:

"New non-EEA International postgraduate research degree students will obtain a student visa for the standard duration of the degree plus one year for writing up the thesis (if the degree allows a submission pending period) plus an additional four months. Therefore, the normal duration of a student visa for a postgraduate research degree will vary depending on the degree, as follows:

- a. one year plus four months for MEnt and MSc by Research;
- b. two years plus four months for MPhil;
- c. three years plus four months for ChM and MD;
- d. four years plus four months for PhD, Professional, Engineering and Enterprise Doctorates;

In order to extend their immigration permission for a further period as a result of an interruption or extension, students should approach the appropriate School or Faculty graduate office to arrange a visa letter or other appropriate documentation from the University, which will support the student's application for a visa extension.

International students are advised to contact the International Advice Team in the Student Services Centre for further advice on visa applications. Contact details and further information can be found in the Immigration section of the University's Crucial Guide at <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>."

52. Section 12 (now section 14) – Students Sponsored by Funding Organisations or Overseas Sponsors

Change section title to 'Students Sponsored by External Funding Organisations'

53. Section 12 – Students Sponsored by Funding Organisations or Overseas Sponsors (now section 14 - 'Students Sponsored by External Funding Organisations')

Change:

"Students who are funded by a Research Council or other funding organisation or overseas sponsor..."

To:

"Students who are funded directly from a Research Council (ie a non-Doctoral Training Grant award) or other external funding organisation (ie, overseas sponsor, private company, etc)..."

54. Section 12 – Students Sponsored by Funding Organisations or Overseas Sponsors (now section 14 - 'Students Sponsored by External Funding Organisations')

Change:

"If sponsored students feel that they may need to interrupt or extend their degree, they are advised to first consult their supervisor, advisor or other member of their supervisory team. If a student makes the decision to interrupt, the appropriate graduate office will inform the student's funding organisation/sponsor on the student's behalf. An application to the University for an interruption or extension will not be considered without a supporting letter from the funding organisation/sponsor.

Non-EU students with a student visa who are funded by the British government, any other government, or an international funding body will need a letter of support from their sponsor when applying to extend their stay in the UK. Sample letters are available from the International Advice Team website (<http://www.campus.manchester.ac.uk/ssc/internationalteam/>)."

To:

"If sponsored students feel that they may need to interrupt or extend their degree, they are advised to first consult their supervisor, advisor or other member of their supervisory team. If a student is given permission to interrupt or extend their degree, the appropriate School or Faculty graduate office will inform the student's funding organisation/sponsor on the student's behalf. In some cases, the student may first need to apply

to the sponsor for permission to interrupt/extend their studies before submitting an application to the School or Faculty graduate office. It should be noted that while the University has the authority to approve interruptions and extensions, it does not have any influence over a sponsor's approval.

Non-EEA students with a student visa who are funded by an external organisation will require a letter of support from their sponsor when applying to extend their stay in the UK. Sample letters are available from the International Advice Team. Refer to the University's Crucial Guide for contact details.: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>."

55. Section 15 – Council Tax Exemption (new section)

Add:

"Students must be registered full-time in order to be entitled to Council Tax exemption. Students registered part-time are not eligible. Students taking an interruption and students in the submission pending period or resubmission period are also not eligible for Council Tax exemption.

Students who are extending the standard period of their degree will normally still be registered full-time and therefore eligible for Council Tax exemption. However, students extending the submission pending period or resubmission period will not be eligible.

Students on official leave of absence who pay a reduced fee (see Section 5) are still registered full-time at the University of Manchester and will therefore be eligible for Council Tax exemption."

56. Section 13 (now section 16) – Exceptional Circumstances

Add:

"A supervisor may also recommend that a student interrupts or extends if s/he feels that this is the most appropriate course of action."

57. Section 13 (now section 16) – Exceptional Circumstances

Remove:

"Before applying for an interruption or extension, non-EU international students need to check whether their immigration status will be affected by consulting the International Advice Team, Student Services Centre (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details)."

58. Section 13.1 (now section 16.1)– Examples of exceptional circumstances

Change:

"The following circumstances are typical of what **may** be considered grounds for applying for any of the above requests in Section 13"

To:

"The following circumstances are typical of what **may** be considered grounds for applying for an interruption or extension. The circumstances will either prevent the student from working altogether or severely affect his/her ability to work effectively."

59. Section 13.1d (now section 16.1d) – Examples of exceptional circumstances

Change:

"Extreme family or financial circumstances leading to stress;"

To:

"Serious personal problems such as relationship problems, family crises and unexpected changes to the student's source of funding (NB: students must ensure that have the necessary funds before embarking on their degree);"

60. Section 13.1i (now 16.1i)– Examples of exceptional circumstances

Add:

"NB: the problem **must** be reported to the appropriate School or Faculty graduate office at the time it occurs"

61. Section 13.1 j & k (now 16.1 j & k) – Examples of exceptional circumstances

Add:

"j. Study leave necessary for the degree programme (other than official leave of absence for study at an approved institution or fieldwork – see section 5);

k. Internship/work placement necessary for the degree programme."

62. Section 13.1 – Examples of exceptional circumstances

Second set of bullets changed from a-l to l-w.

63. Section 13.1j (now 16.1u) – Examples of exceptional circumstances

Add:

"...except where the work is lost through the failure of University of Manchester systems as confirmed by School or Manchester Computing staff;"

64. Section 13.1l (now 16.1v)- Examples of exceptional circumstances

Change:

"l. Work commitments."

To

"v. Change in employment conditions: requests from part-time students who are working while studying may exceptionally be considered where a change in employment conditions was unforeseen. This will not normally

be an acceptable reason for students in the submission pending or resubmission periods.”

65. Section 13.1 (now 16.1w) - Examples of exceptional circumstances

Add:

“w. Lack of sufficient funds”

66. Section 14.1 (now section 17.1) – Medical evidence

Change:

“If students are absent through illness for a period of up to seven days, the University will require evidence in the form of self-certification. The form for self-certification, *Certification of Student Ill Health*, is usually available at General Practitioners’ surgeries.

If illness results in an absence of more than seven days, students should consult their General Practitioner or the University’s Student Occupational Health Service and obtain a note from their doctor or ask that their doctor complete section three of the *Certification of Student Ill Health* form. Medical evidence should be handed in to the appropriate graduate office.”

To:

“If students are absent through illness for a period of up to seven days, the University will require evidence in the form of self-certification. The form for self-certification is usually available at General Practitioners’ surgeries or from the appropriate School or Faculty graduate office.

For illnesses of more than seven days, students are required to produce a medical certificate, available via their General Practitioner, covering any further periods of sickness in the same absence period. Students must complete the reverse side of the certificate before submission to the appropriate School or Faculty graduate office. Medical evidence should be handed in to the appropriate School or Faculty graduate office.

When calculating an absence period, note that weekends and public holidays are counted as days of absence.”

67. Section 16.3 - International students and supporting evidence (new section)

Add:

“As a licensed sponsor of International students, the University has a legal duty to maintain a complete record of the application submitted by a student for an interruption or extension including any medical or other relevant evidence. These records will be audited by government during the course of a compliance check.”

68. Section 15.1 (now section 18.1) – Withdrawal from study

Remove:

"Students may be able to obtain a written record of their studies and achievements and should consult the appropriate graduate office for further advice."

69. Section 15.1 (now section 18.1) – Withdrawal from study

Change:

"Refer to the tuition fees section of the Student Services Centre website for further information at <http://www.campus.manchester.ac.uk/ssc/tuitionfees/>."

To:

"Refer to the tuition fees section of the University's Crucial Guide for further information at <http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/refunds/>."

70. Section 15.1 (now section 18.1) - Withdrawal from study

Remove:

"Non-EU international students should also consult the International Advice Team, Student Services Centre (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details)."

71. Section 15.1 (now section 18.1) – Withdrawal from study

Change:

"Students may appeal against a decision to terminate their registration under specific grounds which are detailed in the University's Academic Appeals regulations at <http://www.staffnet.manchester.ac.uk/policies/display/index.htm?id=101916&off=ReqSec->AcaReg->SSS->AcaAdvisory>."

To:

"Students may appeal against a decision to terminate their registration under specific grounds which are detailed in the University's Crucial Guide at <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/>."

72. Section 15.4 – International students: withdrawal and/or termination of registration

Remove:

"15.4 International students: withdrawal and/or termination of registration  
Non-EU international students on a student visa should seek advice from the International Advice Team in the Student Services Centre if they are considering withdrawing or if their registration has been terminated (see <http://www.campus.manchester.ac.uk/ssc/internationalteam/> for contact details)."

73. Throughout the document:

Add 'School or Faculty' to every occurrence of 'appropriate graduate office'

74. Throughout the document:  
Change section numbering (as new sections have been added).
75. Throughout the document:  
Change EU to EEA