

Withdrawals and Terminations Procedure for Postgraduate Research Students

September 2018

**Research Degrees and Researcher Development
Directorate of Research and Business Engagement**

Contents

1. Purpose and Scope – 3
2. Withdrawals and Termination of Registration – 3
3. Students living in University of Manchester accommodation – 4

1. Purpose and Scope

- a. This Procedure should be considered in relation to the [Change of Circumstances for Postgraduate Research Student policy](#)
- b. The purpose of this Procedure is to provide guidance on the student withdrawal and termination of registration processes.

2. Withdrawals and Termination of Registration

2.1 Withdrawals

- a. Students who are considering withdrawing from study due to difficult personal circumstances or academic reasons are advised to speak with their supervisor, advisor or other appropriate member of their supervisory team.
- b. Students who decide to withdraw from their programme must inform the appropriate School or Faculty Graduate Office in writing and state their reasons for withdrawal and their last date of attendance.
- c. The Graduate Office must ensure that the student receives written confirmation of their withdrawal and the last date of attendance.
- d. Tuition fees are charged on a daily basis up to and including the last date of attendance on the degree. If a refund is required, it must be requested in writing to the Student Services Centre. Refunds will not be made unless the School/Faculty have issued an official last date of attendance.

2.2 Termination of Registration

- a. The appropriate Faculty or School Graduate Office are responsible for formally informing the student that their registration has been terminated. This should be done as soon as reasonably possible once the termination decision has been made.
- b. Students are reminded that any tuition fees or outstanding charges must be paid immediately after termination of registration.
- c. The University must inform the government if any student on a student visa has had their registration terminated.
- d. Student registration may be terminated for the following reasons:
 - i. For failing to meet the required doctoral standards and/or failure to progress. Please refer to the [Policy on the Progress and Review of Postgraduate Research Students](#).
 - ii. Non-payment of tuition fees;

**Withdrawals and Terminations Procedure for Postgraduate
Research Students
September 2018**

- iii. Failure to re-register, including after a period of interruption;
 - iv. Persistent or ongoing unauthorised absence where the student has not contacted their supervisor, member of supervisory team or appropriate School or Faculty Graduate Office regarding their absence;
 - v. Failure to submit the thesis by the end of the period of study allowed for the degree (any extension to the period of study must receive prior approval from the appropriate School or Faculty postgraduate research degrees panel or equivalent);
 - vi. Where the student has broken University regulations, policy or procedure, or shown lack of professionalism;
 - vii. Where the student has provided false information at the time of application or at any point thereafter.
- e. If students are unhappy with the decision to terminate their registration, they are advised to discuss their concerns with their supervisor, advisor or appropriate member of their supervisory team.
 - f. Students may appeal against a decision to terminate their registration under specific grounds which are detailed [here](#).
 - g. If a student believes that they have grounds for appeal under the Academic Appeals regulations, they should discuss the matter with the appropriate School or Faculty Graduate Office.

3. Students living in University of Manchester accommodation

The appropriate School or Faculty graduate office must immediately inform a student's halls of residence or the University Accommodation Office if any student living in University accommodation has withdrawn from their degree or their registration has been terminated. Students will then be released from their accommodation contract with 28 days (including weekends and public holidays) notice and will be liable to pay any outstanding accommodation fees. For further details see the Accommodation Office [website](#).

**Withdrawals and Terminations Procedure for Postgraduate
Research Students
September 2018**

| Document Control Box | |
|--|--|
| Policy / Procedure title: | Withdrawals and Terminations Procedure for Postgraduate Research Students |
| Lead contact email | Alex.hinchliffe@manchester.ac.uk |
| Date updated: | September 2018 |
| Approving body: | MDC |
| Version: | 1 |
| Supersedes: | N/A |
| Previous review dates: | N/A |
| Next review date: | September 2023 |
| Equality impact outcome: | |
| Related Statutes, Ordinances, General Regulations: | Regulations for Postgraduate Research Students |
| Related policies/procedures/guidance etc. | Change of Circumstances for Postgraduate Research Students Policy (Sep 2018) |
| Policy owner: | Helen Baker, Head of Research Degrees & Researcher Development |
| Lead contact: | Alex Hinchliffe, Research Degrees & Researcher Development Officer |