MANCHESTER 1824
The University of Manchester

Postgraduate Researcher (PGR) Termination of Registration and Self-Withdrawal Procedure

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1. Introduction and Purpose

1.1 The purpose of this procedure is to provide guidance on the termination and self-withdrawal processes for postgraduate researchers (PGRs).

2. Scope and definitions

2.1 This procedure applies to both full and part-time PGRs, as well as the relevant University of Manchester staff.

2.2 This procedure forms part of the Code of Practice for Postgraduate Researchers and should be read alongside the Policy on the Progress and Review of Postgraduate Researchers.

3. Roles and Responsibilities

3.1 It is the responsibility of PGRs and the relevant University of Manchester staff to adhere to this policy.

4. Termination of Registration

4.1 PGR registration may be terminated for the following reasons:

- 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;
- Where the University has been unable to provide continuity of Supervision. Please refer to the Supervision Policy for Postgraduate Research Degrees.
- Where the University is unable to implement reasonable adjustments for Disabled PGRs or for Health and Safety concerns. Please refer to the PGR Additional Leave Procedure.
- Non-payment of tuition fees.
- Failure to re-register, including after a period of interruption.
- Persistent or ongoing unauthorised absence where the PGR has not contacted their supervisor, member of supervisory team or appropriate Faculty Doctoral Academy regarding their absence.
- Failure to submit the thesis by the end of the period of study allowed for the degree.

- Where the PGR has broken University regulations, policy or procedure, or shown lack of professionalism.
- Where the PGR has provided false information at the time of application or at any point thereafter.

4.2 The appropriate Faculty Doctoral Academy are responsible for formally informing the PGR that their registration has been terminated. This should be done as soon as reasonably possible once the termination decision has been made.

4.3 Any tuition fees or outstanding charges must be paid immediately after termination of registration.

4.4 Upon termination of registration the payment of any stipend (where applicable) will cease with immediate effect.

4.5 The University must inform UKVI if any PGR on a student route visa has had their registration terminated.

4.6. The University must report early termination to the PGRs funder.

4.7 If PGRs are unhappy with the decision to terminate their registration, they are advised to discuss their concerns with their supervisor(s), advisor or Faculty Doctoral Academy.

4.8 If a PGR believes that they have grounds for appeal under the Academic Appeals regulations, they should discuss the matter with the appropriate Faculty Doctoral Academy.

5. Self-Withdrawals – General Principles

5.1 PGRs considering withdrawing from their programme for any reason should speak with their supervisor(s), advisor, and/or Faculty Doctoral Academy.

5.2 PGRs who decide to withdraw from their programme must inform the appropriate Faculty Doctoral Academy in writing and state their reasons for withdrawal and their last date of attendance.

5.3 The Faculty Doctoral Academy must ensure that the PGR receives written confirmation of their withdrawal and the last date of attendance.

5.4 Tuition fees are charged daily 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 once the Faculty Doctoral Academy has issued an official last date of attendance.

5.6 The payment of any stipend (where applicable) will cease with immediate effect from the date of withdrawal.

Version amendment history		
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