

2. Illness, changes in family circumstances or other exceptional circumstances¹ sometimes make it difficult for a student to continue his or her research². Given the requirements of suspensions and the University's appropriate for the student and the University that a suspension of registration is agreed. Suspensions are approved by the Dean of Postgraduate Research Studies, on behalf of the University Committee on Postgraduate Research Studies, subject to the following regulations and procedure:

Regulations

- a. The period of suspension should not exceed 12 months in any one instance, and should not normally exceed 12 months for the duration of the degree. However, in very exceptional circumstances, further periods of suspension may be granted, but the total period of suspension throughout the duration of the degree shall not normally exceed 24 months. After this time, the student will be required to withdraw from the programme.
- b. Periods of suspension are excluded from the minimum and maximum periods of registration .

Guidance on research students' extensions

3. Extensions beyond the University's stated maximum period of candidature (4 years for full -time, 6 years for part -time) are only permitted in exceptional circumstances. Extensions are approved by the Dean of Postgraduate Research Studies, on behalf of the University Committee on Postgraduate Research Studies, subject to the regulations and procedure set out below .

There are circumstances in which it is not in the best interests of a student or the University for that student to be permitted an extension ; this can be for a variety of reasons, including:

- x the frequency of contact from the student (and/or their attendance at the University) has been unacceptably poor , despite the School making reasonable attempts to maintain such contact with the student;
- x there is evidence of poor progress during the writing -o a(t)0.5(h)3.5(e)16((i)4.7s(;))TJ (
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- i. The formal request, which should contain signed statements from the student and the primary supervisor, and be countersigned by the School Director of Postgraduate Research Studies;
- ii. Documentary evidence supporting the case for a suspension. The evidence must be official, objective and confirm the circumstances cited by the student and their impact upon the student.
- iii. A copy of the student's and supervisor's annual progress reports;
- iv. An action plan for completion.

Outcome

- f. Where a student is granted an extension, the maximum registration date will