

## SENATE

**Subject:** Amendments to Regulation 26- Approval process for Suspension of Studies and Extension to Submission Deadlines and Arrangements for Suspension of Studies

**Origin:** Dr B Vale

**Action Required:** On the recommendation of Research Committee Senate is asked to consider and approve amendments to Regulation 26 and the Code of Practice on Research Degree Programmes. Items of business which were subject to the approval of the former Dean of the Graduate School, on the recommendation of Associate Deans Research (ADRs), such as requests for leave of absence and extensions to submission deadlines, have now been delegated to ADRs for approval following a revised job description for the Director of the Graduate School.

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At its most recent meeting on 2 December 2013 Research Committee noted the revised job description for the Director of the Graduate School. Items of business which were subject to the approval of the former Dean of the Graduate School, on the recommendation of Associate Deans Research (ADRs), such as requests for leave of absence and extensions to submission deadlines, have now been delegated to ADRs for approval. The Director of the Graduate School may wish to develop some guidance for the ADRs to ensure consistency of practice across the Schools.

The opportunity has also been taken to propose a change to the circumstances surrounding requests for suspensions of study to permit suspensions to be taken for the purposes of employment and other activities.

Senate is asked to consider :

1 The following amendment to Regulation 26:

### 5.3 Submission of Theses

#### (i) Full-Time Research Students

All full-time research students shall submit their theses within four years from the date of their initial registration. Following completion of the agreed period of registration for their degree as set out in paragraph 4.5, candidates shall normally be permitted to register with the University for a further 12 months period to confirm that

they still intend to submit a research thesis. Such candidates shall pay a fee at a level to be determined by Council.

Candidates failing to submit their theses within the prescribed period, as above, shall require permission from the ~~Dean of the Graduate School on the recommendation of~~ Associate Dean (Research) of their School in order to submit their thesis late. Such permission shall only be granted in exceptional circumstances. Candidates shall apply for permission not later than six months prior to the completion of the prescribed period. If such permission is granted the candidate shall have a maximum period of twelve months commencing from the end of the prescribed period in which to submit the thesis. The candidate shall be required to pay a fee throughout this period in addition to a late submission fee at a level to be determined by Council.

## **(ii) Part-time Students**

All part-time students shall normally submit their theses within two years of completing the standard period of registration for their degree as set out in paragraph 4.5. Following completion of the agreed period of registration they shall continue to register annually with the University to confirm that they still intend to submit a research thesis. Candidates shall pay a fee at a level to be determined by Council.

Candidates failing to submit within two years of completing their standard period of registration shall require permission from the ~~Dean of the Graduate School on the recommendation of the~~ Associate Dean (Research) of the School to submit their thesis late. Such permission shall only be granted in exceptional circumstances. Candidates shall apply for permission at any time in the six months immediately preceding the completion of the two year period. If such permission is granted the candidate shall have a maximum period of twelve months commencing from the end of the two year period in which to submit the thesis. The candidate shall be required to pay a fee throughout this period in addition to a late submission fee at a level to be determined by Council.

2 The following amendment to the Code of Practice on Research Degree Programmes is also required:

### Suspension of Studies

6. Students may apply to the ~~Research Student Office~~ for a suspension of their studies which will be subject to the approval of. ~~The application must have the support of the Associate Dean (Research) of their School and Supervisor(s) and will be considered by the Dean of the Graduate School.~~ Suspension of studies will be for a maximum of 12 months in the first instance and will normally apply only during a period of full registration. Requests for suspensions for personal, health or family reasons will be considered sympathetically. ~~However, no Requests will be approved~~ may also be considered in exceptional circumstances for suspensions for the purposes of short term employment, temporary lectureships, exchanges, voluntary

service overseas or expeditions/sports. Suspensions of studies during the extension period will not normally be considered except on medical grounds.