

SECTION A4

TIMESCALES FOR COMPLETION

Minimum and Maximum Periods of Registration

- 4.1 The minimum and maximum periods of registration are calculated from the initial date of registration. Entry onto the Writing Up Stage must take into account the following minimum and maximum periods of registration within which students must submit their thesis for oral examination:

	<u>Minimum</u>	<u>Maximum</u>
MPhil		
<i>full-time</i>	12 months	36 months
<i>part-time</i>	24 months	48 months
PhD [via progression from MPhil registration and including that period of MPhil registration]		
<i>full-time</i>	30 months	60 months
<i>part-time</i>	42 months	72 months
PhD [direct]		
<i>full-time</i>	24 months	60 months
<i>part-time</i>	36 months	72 months
MD (Res)		
<i>full-time</i>	24 months	48 months
<i>part-time</i>	36 months	72 months
Professional Doctorate		
<i>part-time</i>	36 months	72 months
<i>part-time</i> (following full-time taught stage)	32 months	60 months
Postgraduate Diploma in Professional Research		
<i>part-time</i>	16 months	30 months
<i>full-time</i>	12 months	18 months

Professional Master's

<i>part-time</i>	30 months	48 months
<i>part-time</i> <i>(following full-time taught stage)</i>	26 months	36 months

- 4.2 A full-time candidate should be ready to submit their thesis for MPhil after 2 years of registration and for PhD after 3.5 years. Part-time candidates should be ready to submit their thesis for MPhil after 3 years of registration and for PhD after 5 years. A professional doctorate candidate should be ready to submit their thesis after 5 years of registration. A Professional Master's candidate should be ready to submit their thesis after 3.5 years of registration. A full-time MD (Res) candidate should be ready to submit their thesis after 2 years of registration.

Shortening the Period of Registration

- 4.3 Where there is evidence that the research is proceeding exceptionally well, the FRDSC may approve a shorter minimum period of registration. An application for such shortening should be submitted before the application for approval of examination arrangements.

Extending the Period of Registration

- 4.4 A candidate is expected to submit their thesis before the expiry of the maximum period of registration. The FRDSC may extend a candidate's period of registration where evidence is submitted to support the request, normally for not more than 6 months at a time up to 12 months.
- 4.5 Only in exceptional and unforeseen circumstances will a further and final period of 6 months be permitted.
- 4.6 A candidate seeking an extension shall apply to the FRDSC on the appropriate form. In all cases an action plan demonstrating how the extension will enable the successful completion of the thesis must be submitted at the time of requesting the extension. This action plan must be agreed by the First Supervisor. In making their decision the FRDSC will take into account the progress made by the candidate and any previous requests for intermission or extensions.

International Candidates Requesting Extensions

- 4.7 If a candidate requires an extension to their current student visa they should seek advice from an International Student Adviser within Student Services at least two months before their current visa expires.
- 4.8 Anglia Ruskin University may refuse to support a student visa extension in the UK if a student is not making satisfactory progress, has outstanding debts, has breached their immigration conditions or has overstayed their visa.

Change of Mode of Study

- 4.9 Where a candidate changes mode of study the minimum and maximum registration periods shall be calculated on a pro-rata basis as a proportion of the stated minimum and maximum periods of registration, in accordance with the length of time spent as a full or part-time candidate. Before making a request students and their supervisors' should fully consider the implications.
- 4.10 When a candidate changes mode of study their remaining registration time will be arrived at by applying the following procedure:
- Take the maximum period of registration in the original mode;
 - Subtract from it the actual period of registration in the original mode to produce the original remaining period of registration;
 - Then take the original remaining period of registration and divide it by the maximum period of registration on the original mode multiplied by maximum period of registration on the new mode;
 - This produces the new remaining period of registration.

Note: Any periods of intermission or extension should be taken into account and all figures should be expressed in months.

Intermission of Study

- 4.11 Any period of intermission shall be subject to a candidate's immigration status.

- 4.12 Where the candidate is prevented, by ill-health or other cause, from making progress with the research, the candidate may request to intermit their studies for an initial period of up to a maximum of six months, excluding requests for maternity, paternity, shared parental or adoptive leave. This initial period of up to 6 months will be reported to the relevant FRDSC.
- 4.13 Any exceptional further requests will be considered by the RDSC. All applications will be considered on an individual basis. It should be noted that approval will not automatically be granted.
- 4.14 Candidates may intermit for no longer than 18 months in total.
- 4.15 Candidates who wish to intermit from their studies beyond the initial 6 months will be required to provide evidence to support the request.
- 4.16 Applications for further intermission are normally only considered if they are submitted before the intended start of the period of intermission and not retrospectively.
- 4.17 Where in exceptional cases a request for retrospective intermission is made the full application and supporting documentation must be submitted to the RDSC for consideration. The application must explain why the candidate was prevented from applying for intermission before the requested start date. The approval of applications for retrospective intermission cannot be guaranteed and if the committee is unable to approve the application, the candidate will be required to enrol and pay the appropriate fees for that period of time.
- 4.18 If a candidate applies for intermission due to illness lasting for a period longer than 4 weeks a medical certificate must be supplied with the application. This medical certificate will not be tabled at the relevant committee but must be provided.
- 4.19 During the period of intermission a student's registration on their research degree is suspended, and they will not receive supervision or have access to university resources.
- 4.20 As a consequence of intermission the end of the maximum registration period is delayed by a period equal to the duration of the intermission.
- 4.21 Any candidate eligible for maternity, paternity, shared parental or adoptive leave should discuss their situation with their First Supervisor well in advance of the leave period. Such leave does not count as intermission time but the provisions of Regulation 4.19 above will apply.

- 4.22 Student visa holders are required to leave the UK during the period of intermission. In addition Anglia Ruskin University is required to inform the immigration authorities of any Tier 4 student visa holder who is intermitting from their studies. Tier 4 visa holders will have their current visa curtailed (along with the visas for any of their dependants also resident in the UK) and will need to apply for a new student visa to return to the UK.
- 4.23 If a candidate requires a new visa to return to the UK after a period of intermission they should seek advice from an International Student Adviser within Student Services at least two months before they are due to return.
- 4.24 Any student visa holder considering intermitting from their studies should seek advice from an International Student Adviser on the likely impact to their immigration status in the UK.
- 4.25 On their return from intermission candidates are subject to the then current edition of the Research Degrees Regulations.

Holiday Entitlement

- 4.26 Students may take up to 35 working days holiday in each year (pro rata for parts of a year) inclusive of normal public holidays. The timing of their holidays must be agreed with their First Supervisor.

Withdrawal of Registration/Discontinuation of Registration

- 4.27 Where a candidate terminates their research the withdrawal of registration shall be notified to the FRDSC by the First Supervisor.
- 4.28 The FRDSC is responsible for monitoring students' progress. Where concern is expressed by the First Supervisor about a candidate's progress, or lack of contact, the chair of the FRDSC will write to the candidate at their last known address advising them that they need to make satisfactory progress by a given deadline or they will be discontinued. The letter will specify in detail what the candidate must do and give a deadline by which the work must be completed. If satisfactory progress is not made by the stipulated deadline the FRDSC will, at the next meeting, discontinue the candidate. Following the FRDSC meeting the Secretary will write to the candidate informing them of the decision.

- 4.29 In addition, the FRDSC can discontinue a candidate for any of the following reasons (the list is not exhaustive):
- (a) if the candidate's period of registration has expired, and an application for extension of registration has not been submitted and approved;
 - (b) the annual review panel has recommended discontinuation;
 - (c) if the candidate has not submitted their thesis on completion of their Write Up Status;
 - (d) if, on resubmission, the candidate has failed to submit a satisfactory, or any, research proposal or annual review;
 - (e) if the candidate on a Professional Doctorate programme has exhausted all available attempts to pass the taught modules of the programme;
 - (f) if the candidate has failed to submit a revised thesis for examination by the stated deadline and has not requested and had approved an extension.
- 4.30 A FRDSC may discontinue a candidate for any other valid reason (see Regulation 1.23 above).