Notification of withdrawal

Scope
All full and part-time research students, including those registered on a validated research degree programme, academic staff with a responsibility for the supervision of research students and administrative staff who have a role in supporting academic staff in managing research degree provision.

Senate Regulations:
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

Date approved/re-approved
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Notification of Withdrawal

Research candidature may be withdrawn for a variety of reasons. Students are advised to discuss any difficulties that may be affecting their study with their supervisor(s) as soon as possible so that the best course of action can be agreed upon in view of the particular circumstances.

Any withdrawal of candidature requires approval from the School Board of Studies on the recommendation of the Senior Tutor for Research.

The University’s Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Principles

Notification of withdrawal may be initiated by either the student or by the School/Department.

Notification of withdrawal by the student

- Students who wish to withdraw their candidature because they are intending to continue their research with another institution will need confirmation from their supervisory team and their School Board of Studies that they are content to release the intellectual property rights of the research topic;

- Students who wish to withdraw their candidature should advise their supervisor(s) and Head of Department in writing of their wish to withdraw their candidature and the date from which they wish to be withdrawn.

Notification of withdrawal by the School/Department

- A supervisory team may also initiate withdrawal of candidature where there are serious concerns about the ability or progress of a student. Any Notification of Withdrawal must be discussed between the student and the supervisor(s) and/or Senior Tutor/Director of Research initially beforehand;

- Should a student have already transferred from MPhil/PhD to PhD (or equivalent) but the supervisor(s) recommend withdrawal because of lack of progress consideration must be given to the student being permitted to submit material for the award of MPhil (or equivalent);

- The student should be advised of their right to appeal against any decision to withdraw their period of candidature.