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.

MARCH 2021
Notification of Withdrawal

1. In this policy, “you”, “your” and “yours” means a student registered for a research degree awarded by City, University of London. “We”, “us” and “our” means the University or any of its staff, depending on the context.

2. Research candidature may be withdrawn for a variety of reasons, which may be triggered by the researcher or the university. You are advised to discuss any difficulties that may be affecting your study with your supervisor(s) or Course Officer as soon as possible so that the best course of action can be agreed upon in view of the circumstances. Additional welfare support, a transfer of programme or a period of interruption from studies may be an alternative for you instead of withdrawal.

3. Any withdrawal of candidature requires approval from the Doctoral College Board of Studies on the recommendation of the School Research Programmes Committee and your department’s Senior Tutor for Research.

4. 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

5. Notification of withdrawal may be initiated by you or your School/Department.

6. If you are in receipt of funding from City, you are strongly advised to speak to your Course Officer prior to withdrawal to understand the impact on your studentship.

7. You will not be withdrawn until your application has been approved by the Doctoral College Board of Studies. The amount charged for your tuition will be determined by the date you inform your school in writing of your withdrawal and you will be liable for fees until your withdrawal is processed. Research students will be charged (and, where applicable, refunded) pro-rata depending on the number of months they have attended. This applies to students receiving a Student Loans Company (SLC)/Student Finance England (SFE) Doctoral Loan as well as to students paying their own fees.

8. If you are a student visa holder, City is required to report your change in student status to UK Visas and Immigration and you will not be able to remain in the UK unless you have a new visa sponsor. You must seek advice from the University’s Visa Advice Team before initiating the withdrawal process: visaadvice@city.ac.uk

9. Following withdrawal, you must return your City ID card, as well as any keys, books, IT equipment or other City property to your Course Officer.
Notification of withdrawal by the doctoral researcher

10. You may choose to withdraw from the programme, for reasons which may include:
   - Transfer to another institution (with or without your supervisors);
   - Health reasons;
   - Financial reasons;
   - Personal reasons;
   - Entering employment.

11. You should complete the Doctoral Research-led Withdrawal form on Research Manager, which will be reviewed and approved by your Supervisor(s), Senior Tutor for Research, School Research Programmes Committee and Doctoral College Board of Studies.

12. If you wish to withdraw your candidature because you are intending to continue your research with another institution, you will need confirmation from your supervisory team and the Doctoral College Board of Studies that they are content to release the intellectual property rights of the research topic.

13. Once you have withdrawn, you will not normally be permitted to re-register on the same programme at City.

Notification of withdrawal by the School/Department

14. The University may also initiate withdrawal of candidature where:
   - It is the recommendation of an Annual Progress Review or MPhil to PhD Transfer due to poor academic progress, having been given a second opportunity to improve and resubmit for the same milestone;
   - It is the recommendation of a progress review convened by the School due to serious concerns about your ability to progress;
   - It is the outcome of an academic misconduct or research misconduct panel;
   - You have committed non-academic misconduct, in accordance with Senate Regulation 13;
   - you have stopped attending or engaging with the University (without prior approval, typically over 3 months);
   - your failure to submit the thesis for examination by the end of the maximum period of candidature.

Any Notification of Withdrawal would usually be discussed between you and your supervisor(s) and/or Senior Tutor/Director of Research beforehand; once you have been notified of your poor academic progress, such as the outcome of an Annual Progress Review, you will be given the opportunity to improve before the process of withdrawal is started.

15. The Course Officer, Supervisor or Senior Tutor should complete the University-led Withdrawal form on Research Manager, which will be reviewed and approved by School Research Programmes Committee and Doctoral College Board of Studies.

16. Should you have already transferred from MPhil/PhD to PhD (or equivalent) but your supervisor(s) recommend withdrawal because of lack of progress, consideration will be given to you being permitted to submit material for the award of MPhil (or equivalent);
17. You will be advised of your right to appeal against any decision to withdraw your period of candidature.

18. Students who need to withdraw should familiarise themselves with the Terms and Conditions for Study at City, University of London.
## Policy Title

Notification of Withdrawal

### Policy Enabling Owner and Department

<table>
<thead>
<tr>
<th>Policy Enabling Owner and Department</th>
<th>Responsible for Implementation and Department</th>
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<tr>
<td>Quality and Academic Development, Student and Academic Services</td>
<td>City Doctoral College; Schools</td>
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### Approving Body

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<tr>
<td>Senate, upon recommendation from Doctoral College Board of Studies</td>
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### Last Reviewed

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<td>V2.0</td>
<td>March 2024</td>
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<tr>
<td>V1.1 15/06/2012 (Education Committee)</td>
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### Publication of Policy (tick as appropriate)

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### Queries about this policy should be referred to

Richard Alderman, Assistant Registrar (Research Degrees)
Richard.alderman@city.ac.uk
Quality and Academic Development, Student and Academic Services