Amendment to registration category

**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 and examination of research students and administrative staff who have a role in supporting academic staff and any external stakeholders.

**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.
Application for Amendment to Registration Category

The following statements should be read alongside the University’s Regulations for Doctoral Programmes and Masters Degrees by Research. The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

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.

Any application for an amendment to the registration category of a research student requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

Principles

A student may apply for an amendment to their registration category because of any one or a combination of the following reasons:

- a change between full-time and part-time study;
- a change between internal and external registration;

Change between full and part-time study

The minimum and maximum periods of candidature will be re-calculated pro-rata when a student changes between full and part-time study.

Change between internal and external registration

The University has a responsibility to ensure that an externally registered student is provided with the appropriate support to be able to carry out their research satisfactorily to completion. Any application to transfer registration from internal candidature to external candidature must be supported with the following information before a change in registration may be approved:

- the name of the institution/organisation at which the research is to be conducted;
- the academic and professional qualifications and experience of the proposed external supervisor, in the form of a brief resumé, and details of their current employment;
- an outline of the proposed contact arrangements between the student, internal supervisor and proposed external supervisor, especially where students are studying overseas.

The Board of Studies will assess the following three requirements when considering any application for transfer to external registration:

- that external registration is the most appropriate type of registration for the student;
- that the external supervisor is appropriate and is aware of the University’s expectations;
- that there exists clear lines of communication between the student, internal supervisor and external supervisor.

It is the responsibility of the student to identify a suitable external supervisor should they wish to enrol as an externally registered student.
N.B. International students may not be permitted to transfer registration from full-time to part-time study. International students must contact the Student Centre for clarification on any visa implications during any application for an amendment to registration category.