

Policy on research students' suspensions and extensions

1. The University Board for Teaching, Learning and Student Experience has approved the following Policy, relating to suspensions and extensions for research students.

Policy on research students' suspensions

2. Illness, changes in family circumstances or other exceptional circumstances¹ sometimes make it difficult for a stud

regulations,⁴ and visa conditions for international students.⁵

Procedure

- f. The student and/or an appropriate member of staff should initially contact their School Director of Postgraduate Studies to discuss the matter informally. A formal submission should then be made through the School/Department to the Doctoral Research Office. The approval of the Head of the Doctoral Research Office is required to formalise the suspension; a request for suspension should include the following:
 - i. The formal request, which should contain signed statements from the student and the primary supervisor, and be countersigned by the School Director of Postgraduate Research Studies;
 - ii. Documentary evidence supporting the case for a suspension. The evidence must be official, objective and confirm the circumstances cited by the student and their impact upon the student.

The University may in its absolute discretion, request specific

further to (j) above but has failed to do so, the University may withdraw the student from the programme. Prior to such withdrawal, the student will be notified that the decision on their withdrawal will be made by the Dean of Postgraduate Research Studies and Researcher Development with a recommendation by the Head of Doctoral Research Office for withdrawal and the student will be given the opportunity to submit any objections to such withdrawal in writing. The Dean of Postgraduate Research Studies and Researcher Development will make a decision on the student's withdrawal, taking into account any case put forward by the student.

3.

- a. Where a student has been withdrawn further to 2.g.(i). or 2.k. above, they may submit an appeal against their withdrawal within 5 working days of being notified of their withdrawal to the University's Pro-Vice Chancellor for Research and Innovation by email to studentappeals@reading.ac.uk setting out their grounds for appeal. The PVC (Research & Innovation) will not re-hear the case that has already been considered but will consider whether there has been any failure of procedure and whether the decision to withdraw the student was fair

Version

Owner

Reviewed

Approved By