

Special Cases for Research Degree Registration: Procedure and Authorisation

Type of Special Case	Paperwork required	Procedure & Authorisation	Notes
Applicant or staff member's qualifications do not satisfy minimum entrance criteria	Supervisor sets out case as to why applicant or staff member should be permitted to register despite qualifications not meeting College minimum entry requirement; required to have relevant experience. CV of candidate and supporting statement from supervisor should be provided.	Considered by the Director of Postgraduate Study (or equivalent) and outcome conveyed to Admissions who inform the applicant.	
Applicant or staff requesting admission with advanced standing	Admissions with advanced standing for doctoral students form should be completed in line with the Admissions for Advanced Standing for Doctoral Students Policy . The supervisor should set out the case explaining why advanced standing is required for the applicant or staff member. Form and any documentary evidence should be signed off by the supervisor and Director of Postgraduate Study and sent to Admissions.	Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC Outcome conveyed to Admissions who inform the applicant.	
Transfer of Registration for Admission	The Admissions with Advanced Standing for Doctoral Students Policy should be followed as above.	Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC Outcome conveyed to Admissions who inform the applicant.	

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Permission to interrupt studies for longer than 2 years	The maximum period the Academic Registrar can approve for a break in studies is 2 years; anything more than this requires special approval. The supervisor, with the support of the Director of Postgraduate Study should make this request via letter/e-mail or via the PGR Interruption of Studies form.	<p>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</p> <p>Outcome conveyed to Student Records who inform the student.</p>	In line with the General Regulation 9.3 which states "...In exceptional circumstances application may be made to the relevant quality committee for a longer period of interruption"
Full-time student submitting for the research degree 'late' i.e. not going to meet 48 month submission deadline or part-time student entering for the research degree 'late' i.e. not going to meet 96 month submission deadline	<p>A Thesis Extension Request is required.</p> <p>These must be submitted for consideration in advance of the confirmed thesis submission deadline recorded by the College. Any requests for an extension of over 12 months to the initial submission deadline must be accompanied by a separate statement from an individual independent of the research to confirm that the research is/will likely still be considered novel and valid at the proposed submission date.</p>	<p>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</p> <p>Outcome conveyed to Assessment Records who inform the student and record the extension on the student's file.</p>	
Student request to extend maximum period of study (48 months for full-time / 96 months for part-time). This is subject to the approval of a late case request.	Request for amendment to the maximum period of study should be submitted in writing by the Department, alongside the thesis extension request (see above). Counter-signature/email confirmation by Director of Postgraduate Study is required.	<p>Considered by the Deputy Directors of the Graduate School (or nominee) on behalf of the PRQC. Outcome conveyed to Assessment Records who inform the</p>	

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		student, and complete the necessary updates to the candidate's record.	
Part-time students who wish to amend minimum period of study of 48 months / and full-time students who wish to submit prior to the 24 months period	In some cases it may be appropriate for this to be recalculated. Request for amendment to the minimum period should come as a letter or e-mail from supervisor. Counter-signature/email confirmation by Director of Postgraduate Study is required.	Considered by the Deputy Directors of the Graduate School (or nominee) on behalf of the PRQC Outcome conveyed to Assessment Records who inform the student.	Minimum period may be subject to renegotiation with the Director of the Graduate School through the Registry at any stage in light of any change in the individual student's circumstances. There is currently no appeal mechanism for these types of requests.

All requests/outcomes should be sent to either the Admissions or Assessment Records (as appropriate) who will process the request/inform the applicant/student of the outcome.

If there is an appeal against the decision this must be made by the Director of Postgraduate Study to the Registry. The appeal will be considered by the Director of Graduate School (or nominee if the case refers to the Director's department) and the Academic Registrar.

Special cases decisions will be overseen by the Postgraduate Research Quality Committee (PRQC) who will receive annual reports of the numbers and outcomes. PRQC will report any trends or issues to QAEC.

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Contact for queries:	Admissions / Assessment Records as appropriate		
Cross References:	Special Cases Policy for Admission Postgraduate Taught and Research Programmes of Study		