Postgraduate Research Students

Student fails to meet attendance requirements or fails to submit expected work.

School writes to student to ascertain reason (in accordance with the monitoring section in the Code of Practice for Research Students).

School or Graduate School enters C6 against the research course code(s), eg EGR100*

Monitoring C6 'At Risk' auto email sent from Registry. Tier 4 students warned re visa status.

Student does not respond by deadline for response, or unsatisfactory response from student

Student is deemed withdrawn from the degree programme. C7 automatically entered on system against the research course code(s)* at end of 4th working day after C6 deadline.

Student has 10 further working days to appeal the C7, either informal or formal routes.

No response from student. Registry sends further email & letter to student

School decides student past point to be able to return.

School informs student of implications for continuing on programme. If ok to continue, School removes C7 on student record.

Registry withdraws the student and notifies him/her in writing and by email. International students on a Tier 4 visa will be reported to the UKVI.

Dean of Research Students takes final decision on whether to force withdraw student's registration.

* If the student has already been monitored (C6'd) for this course, reinstated (C4) and misses classes/non submission again the School can insert a C7 straight away ie, there is no requirement to insert a C6 first as the student has previously been monitored in that course eg EGR100 (Engineering – Research – 100%)

C6 = At Risk
C4 = Authorised Entry / Reinstated
C7 = Class Certificate Refused

*e.g. ZOR100; CMR050 & PLR050 etc