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).

Student fails to meet attendance requirements or fails to submit expected work on a second consecutive occasion, at least 10 working days later.

School or Graduate School enters C6 against the research course code(s)*.

Monitoring ‘At Risk’ email sent by 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Student is deemed withdrawn from the programme. C7 automatically entered on system against the research course code(s)* at end of 3rd working day after C6 deadline.

Student has 10 further working days to respond to the Head of School re the C7 email.

If 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.

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.

School or Graduate School enters C6 against the research course code(s)*.

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 LSR100.

C6 = At Risk
C4 = Authorised Entry / Reinstated
C7 = Class Certificate Refused
*e.g. EGR100; CMR050 & PLR050

Reinstated.

In liaison with the Supervisor the student is reinstated – C4 entered on student record by School.

If a student indicates having problems he/she is referred to the Supervisor, Student Support, Student Learning Service as appropriate.

Reinstated.

Student replies to Registry by deadline for response (8 days from date email sent).

Reinstated.