



Doctoral Academy

Circumstances in which a Postgraduate Researcher may be required to withdraw.

<p>1.</p>	<p>Withdrawal of registration may be initiated by the PG researcher (PGR) or the University, see Academic Regulations and Procedures section E for circumstances in which a PGR may be withdrawn include:</p> <ul style="list-style-type: none"> • Successful completion of the award for which the PGR is registered; • Insufficient Academic Progress at: <ul style="list-style-type: none"> ○ Progression examination (RD2) ○ Progress review points (PR2/PR3/PR4) ○ Other points in the research programme identified by the Director of Studies/Supervisory Team in the context of routine supervision ○ Final examination/viva outcome; • Personal circumstances; • Loss of contact with the Supervisory Team; • The project or its supervision is no longer viable • Non-payment of fees; • Academic/research misconduct;
<p>2.</p>	<p>Academic Progress</p>
<p>2.1</p>	<p>The primary purpose of supervision is to support PGRs in the successful completion of their programme of research. Within the context of routine supervision Directors of Studies/Supervisors exercise academic judgement to monitor progress and will provide feedback to the PGR both formally and informally about their assessment of ongoing performance. PGR progress is also measured and monitored through a number of mechanisms required under the University’s regulations including the progression examination and formal progress review. The requirements for supervision are set out at section 11 of the University’s PGR Code of Practice and the Doctoral Academy Handbook</p>
<p>2.2</p>	<p>Satisfactory progress must be maintained throughout the programme of research study; should a PGR fail to demonstrate the required level of timely academic achievement the Director of Studies/Supervisor will ensure that the PGR has sufficient opportunity, advice and guidance to help them remedy the situation before formal procedures are invoked. Continued unsatisfactory performance over a sustained period of time however, will lead to the PGR’s registration being terminated by the University and the individual being required to withdraw.</p>
<p>3.</p>	<p>Withdrawal during or following the progression examination, see Doctoral Academy Handbook</p>

3.1	<p>Progression Examination</p> <p>Research Project confirmation (CP1) needs to be agreed prior to the progression examination being undertaken – see Academic Regulation E9. The progression examination is intended to combine an assessment of the formulation and planning of the research programme with an evaluation of progress to date and of the suitability of the project as a basis for the research degree for which the PGR is registered. PGR Academic Regulations and Doctoral Handbook provide detail on the content, format and conduct of the progression examination and assessment criteria.</p>
3.2	<p>Outcome recommendations available to the independent reviewers for the progression examination following are outlined in section E13 of the Academic Regulations and Procedures.</p>
3.3	<p>The reviewers will agree a joint recommended outcome and written report for confirmation by the School Examination Board. If following a resubmission attempt the outcome decision of the examiners is 'fail' the Examining Board will confirm the decision and the candidate's registration on the award will be withdrawn.</p>
4.	<p>Withdrawal following failure to demonstrate satisfactory progress at subsequent progress review points stages 2 and 3 (see Doctoral Academy Handbook and Academic Regulations).</p>
4.1	<p>The focus of progress review in the stages of registration subsequent to the progression examination is to ensure that adequate progress on the research programme is being maintained and that supervisory support remains appropriate. Successful completion of progress review is a pre-requisite for continuation of registration on the research programme.</p>
4.2	<p>Where the candidate cannot demonstrate satisfactory progress to the reviewers at resubmission, the Examining Board will confirm a Fail outcome and the candidate's registration on the award will be withdrawn</p>
5.	<p>Withdrawal due to continued unsatisfactory progress during the context of routine supervision</p>
5.1	<p>If it becomes evident at any point during the year that there are significant problems with a PGR's progress or engagement with their studies the Director of Studies/Supervisor will raise their concerns with the PGR in the context of regular supervision and agree in writing realistic objectives within the project plan to bring progress back on track. It is not necessary to wait for formal progress review to deal with such problems. Concerns about progress may include but are not limited to: failure to meet agreed deadlines, failure to produce work of a suitable standard, or failure to attend supervisory meetings or engage with the supervisory process.</p>
5.2	<p>Where problems are the result of personal circumstances such as serious illness the Director of Studies/Supervisor should explore with the PGR whether an interruption of study may be appropriate and make application for Personal Circumstances</p>

5.3	However, should there be a continued lack of progress without good reason or cause the Director of Studies/Supervisor should bring the matter to the attention of the School Director of Research who will consider what action the PGR must take to remedy the situation together with a reasonable timescale in which this must be achieved. The PGR will be informed of the nature of the concern, the work required and warning that failure to comply will result in the recommendation that his or her registration be withdrawn by the University. Failure to comply with the requirements without good reason will lead to a recommendation to the Examination Board that the PGR is withdrawn.
6.	Withdrawal following the outcome of the final examination and viva
6.1	The range of recommended outcomes available to the examiners following the viva voce examination is listed in the Academic Regulation section E
6.2	Where a PGR candidate has been awarded the degree subject to corrections or amendments (major or minor), or has been permitted to re-submit for the degree with or without viva and does not submit satisfactory amendments or resubmit the thesis within the time allowed within the Academic Regulations the Examination Board may decide to fail the candidate and require them to withdraw.

7.	Withdrawal due to personal circumstances: self-elected withdrawal
7.1	Occasionally it may be necessary for a PGR to withdraw from their programme of research due to personal circumstances which cannot be mitigated by a period of suspension or other forms of support. Where this is the case the PGR must complete withdrawal form RD8 which is submitted to the Designated Person to note and forward to the Examination Board for confirmation.
8.	Withdrawal due to loss of contact with the Supervisory Team
8.1	Where a PGR fails to attend supervisory meetings and/or repeatedly fails to respond to all reasonable efforts to make contact by their Director of Studies/Supervisor they may be considered for withdrawal by the Examination Board on the recommendation of the Designated Person. Prior to any recommendation being made the Designation Person will write to the PGR to advise them that continued lack of communication will result in termination of their registration.
9.	Withdrawal when the project or its supervision is no longer viable

9.1	<p>Very occasionally a College's ability to continue to supervise a PGR may change and no longer be viable. This situation can arise:</p> <p>i) when there has been an extended break in work on the project such that the research itself is no longer current and the project cannot be adjusted to remain relevant. PGRs returning to study after a break of 12 months or more (excepting return after maternity leave) will need to establish the ongoing currency of their project through discussion with their Director of Studies;</p> <p>ii) when the direction or topic area of the PGR's research project has changed to such an extent that the School/College does not have appropriate subject expertise within its staff to continue to supervise the project and no alternative arrangements can be made;</p> <p>iii) where a PGR requests a change of supervisor and either no suitable alternative can be identified, or the PGR refuses to accept the alternative supervision arrangements that are offered;</p> <p>iv) where a key member of the supervisory team retires or leaves the University and no suitable member of staff can be identified to act as Director of Studies (DoS), or to provide necessary subject expertise.</p>
9.2	<p>In all such cases the School/College should consider all reasonable alternative avenues for supervision within and outside the College before proposing the withdrawal of the PGR's registration. This may include <u>but is not limited to</u>: the possibility of a PGR transferring to another institution to follow a DoS who has moved there, or the appointment of an experienced UWE DoS who may not be a subject expert but where subject expertise can be provided by an external second supervisor.</p>
10.	Withdrawal due to non-payment of fees
10.1	The University's tuition fees policy provides further guidance.
11.	Withdrawal due to proven academic misconduct
11.1	<p><u>Academic misconduct during the research programme</u> where a PGR is suspected of having committed an assessment offence during the course of his or her research programme e.g. plagiarism or other form of academic misconduct e.g. the falsification of research results, the Director of Studies/Supervisor will contact both the Doctoral Academy and the Designated Person who will investigate whether there is a case to answer and the nature and extent of the offence in accordance with Academic Regulations E10 15.</p>

11.2	<p><u>Academic misconduct in the context of the final examination and viva</u> Where any member of the examining panel suspects that an assessment offence has been committed within the context of the final examination they must contact the Doctoral Academy as soon as possible prior to the date of the viva who will set in motion investigative procedures in accordance with the Academic Regulations. The viva may be delayed if necessary.</p>
11.3	<p>Following the investigative procedure as outlined in the Academic Conduct Policy and Academic Misconduct Procedures (PDF) the Examination Board may</p> <p>Where the penalty decided by the Assessment Offences panel requires the PGR candidate to withdraw, their registration will be terminated, and no award will be made. In such cases the penalty decision will override any right of the candidate to defend their work at a viva voce examination of their work.</p>
12.	Appeal against the decision of the Award Board
12.1	<p>PGR candidates may appeal against the decision of the Examination Board on limited grounds only in accordance with the Academic Regulations. An appeal against a decision of the Board on the basis of a disagreement with the academic judgement of the examiners is not permitted. Further information about submitting an academic appeal is available on the University Academic Advice webpages.</p>
13.	Automatic voluntary withdrawal at the end of registration
13.1	<p>Where a PGR reaches the maximum end date of registration and has not submitted a thesis for the final assessment or had an application for an extension to the registration period approved, the Designated Person will notify the Examination Board that the PGR has voluntarily withdrawn from the PGR award.</p>