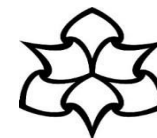


Postgraduate Research Student Withdrawal Policy

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New from academic year 2020-2021

The Postgraduate Research Student Withdrawal Policy will be reviewed annually. However, changes may be made throughout the year, so please refer to the [Graduate School website](#) for the latest version of this document.

This document should be read alongside the other guidance documents available on the [Graduate School webpages](#).

Introduction

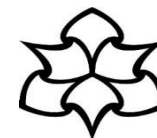
Manchester Metropolitan University produces a suite of documents that outline the formal regulations and procedures for postgraduate research degrees.

The Postgraduate Research Student Withdrawal Policy provides the policy and operational detail on reasons why a Postgraduate Research student may voluntarily withdraw from their studies and when the University may withdraw a student from their studies.

This document should be read alongside the regulations and the other supporting documents available on the [Graduate School webpages](#).

These documents are available on the [Graduate School website](#).

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Author Name:	The Graduate School		
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Approved By:	Research Degrees Committee		
Implementation Date	October 2020		
Amendments since approval	Details of Revision	Date of Revision	Revisions approved by:



1. Purpose and Scope

The University is committed to supporting its students and seeks to create a positive environment to support students to achieve to their potential. This policy outlines the circumstances and procedure related to withdrawing from a postgraduate research programme and terminating registration.

2. Definitions

Student Withdrawal is where a student agrees or is required to leave their programme of study completely, with no intention of returning at a later date.

Depending on a student's academic progress at the point of withdrawal, they may be entitled to an exit award, as defined in the [Regulations for Postgraduate Research Degrees](#) or programme specification (where this applies).

When a student has withdrawn, they will no longer be considered a student and will not be permitted to return to their Programme at a later date.

Where a student wishes at a later point to return to the University to study again, they will be required to re-apply through the standard admissions process.

3. Reasons for withdrawal

Students decide to withdraw or are withdrawn from their programme of study and the University for a variety of reasons, including the following noted below.

3.2 Withdrawal instigated by the Student

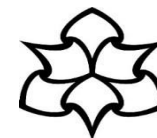
- Student wishes to withdraw from their programme for personal, financial or other reasons
- Student wishes to transfer from Manchester Met to a different institution to study

3.3 Withdrawal instigated by the University

Student is required to withdraw:

- due to academic failure or lack of progress
- as a result of a decision made in line with the [Policy to Support PGR Progress](#)
- as the outcome of a student disciplinary process, a criminal convictions panel or for academic misconduct.
- as an outcome of the fitness to study/practice processes
- due to failure to abide by University regulations (e.g. non-payment of fees, failure to re-enrol or submit work within the agreed timescales without prior approval to do so)
- due to external compliance issues (e.g. UKVI regulations)
- due to failure to attend the programme or non-engagement
- as a direct outcome of the Procedure to Support Postgraduate Research Progress or a formal progression milestone
- if they fail to arrive to study

In the case of student death, the student's record will be withdrawn on notification.



4. Withdrawal at the Request of the Student

4.1 Students who wish to withdraw from their programme

Students who are considering withdrawing from their programme of study are advised to speak to their Principal Supervisor or a member of their supervisory team. They can also seek advice from a Student Advisor in the [Student Hub](#) or [the Students' Union](#). Students are advised to consider whether there are other options available, such as a short interruption of study. Students can find more information about interruptions to study in the [Guidance on Concessions](#)

Students who decide to withdraw from their programme should confirm their decision and state their reasons for withdrawal by completing the Notification of withdrawal of registration form, indicating their last day or registration. The student should return the form to The Graduate School. They should be made aware of the financial implications of withdrawing from the programme, as outlined in the Financial implications section below.

Once the student has formally notified the University of their intention to withdraw, the Graduate School will send them a formal letter (via email to their student email address) to confirm the withdrawal and their last date of engagement. The student record will be updated to reflect the leave date, reason for withdrawal and, where appropriate, issue an exit award.

Where an exit award is an available option, students will be transferred to the lower award and where applicable, be considered at the next assessment board and credit awarded.

International students studying on a Tier 4 visa should note the information in the International section below before requesting to withdraw.

Students who have withdrawn from the University do not have access to University systems and are not permitted to submit work or sit exams/assessments.

4.2 Students who wish to transfer to another institution

Students who are considering transferring to another institution are advised to speak to their Principal Supervisor or a member of their supervisory team. Permission to transfer is unlikely to be granted for students who have completed more than 50% of their standard period of supervised study. The Principal Supervisor having left Manchester Met to work at another institution is not considered sufficient reason in itself for transfer if alternative supervision is available.

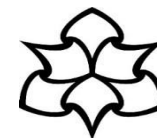
Students in receipt of internal or external funding must speak to their funders to discuss whether there are any restrictions on transferring to another institution.

International students studying on a Tier 4 visa should contact the [International Operations](#) Team before requesting to transfer.

Written permission to transfer must be sought from the Head of Faculty Research Degrees.

Where permission is given, students should complete the Notification of withdrawal of registration form as indicated in section 4.1.

Students who withdraw in order to transfer to another institution are not eligible for an exit award.



5. Withdrawal date

In the case of a withdrawal request being made by a student, the date of withdrawal cannot normally be earlier than the date upon which the completed form is received and acknowledged in writing by the Graduate School.

Requests for retrospective withdrawals will only be considered in exceptional circumstances.

6. Withdrawal of a Student by the University

The University has in place a range of mechanisms for supporting student success and managing student engagement with their research. However, there may be occasions where a student is judged to be at risk of being unable to complete the required academic work to a sufficient standard to meet the required standard of the qualification aimed for.

Action under this Policy may be initiated as a result of evidence of one or more of the following:

- Failure to provide evidence of satisfactory progress on research
- Failure to present written work to an adequate standard
- Failure to present work to an agreed timescale
- Failure to maintain regular contact with the supervisory team, e.g. by not attending formal supervisory meetings, whether in person or via electronic means
- Failure to complete or late completion (without prior approval) of formal PGR milestones
- Failure to re-register, including after a period of interruption

Students may also be withdrawn following referral from the following procedures:

- Procedure to Support Postgraduate Research Progress
- The outcome of a milestone review meeting or examination
- the Collections and Recovery team under the Regulations for the Payment of University Fees
- the outcome of an exceptional factors application.

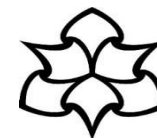
7. Presumed Withdrawn Students

Students may be withdrawn for reasons not directly linked to another policy such as:

- If a student is currently enrolled, but has failed to attend for four weeks or more and failed to respond on two occasions to written contact by the Graduate School within a four-week period
- If a student is on an interruption and has failed to return by the expected return date and has failed to respond on two occasions to written contact by the Graduate School in the four weeks prior to their return.

In instances where the student has not engaged or is presumed withdrawn, the Graduate School will:

- Send the First Warning Letter to the student. The warning letter will state the reasons for the warning, give the student a period of two weeks from the date of the letter to address the matter that has given rise to the warning, and make clear that if this is not done, the student may be withdrawn from the University.



The warning letter will also offer the student an opportunity to discuss the matter and should identify any remedial or other support that is available.

The Warning Letter will be emailed to the student's Manchester Met account and any other email addresses held for the student on the student records system.

- Following the issue of the First Warning Letter, the Graduate School will notify the International Office and the Student Finance team that the student is at risk of withdrawal
- If, at the end of the two-week period, the Graduate School considers that the student has not responded adequately to the warning letter, a Final Warning Letter will be sent by the Graduate School on behalf of the Head of Faculty Research Degrees will be notified.
- The Final Warning Letter will set out those matters in the First Warning Letter to which the student has not adequately responded, giving the student a further period of two weeks in which to rectify the situation, and make clear to the student that if this is not done s/he will be withdrawn from the University.
- The Final Warning Letter will be emailed to the student's Manchester Met account and another email address held for the student on the student records system. It will also be posted to the student's permanent and term-time addresses.
- If, at the end of the further two-week period, the Graduate School considers that the student has not responded adequately to the second warning letter, the Graduate School will take the matter to the Head of Faculty Research Degrees who will consider and approve the formal withdrawal from the programme
- The Graduate School will send a letter on behalf of the Head of Faculty Research Degrees to the student confirming their withdrawal from the University
- The Graduate School will confirm the withdrawal to the Student Finance and in the case of international students, the International Office.

The letter will inform the student of their right to appeal under the [Academic Appeals Procedure](#)

The effective date of withdrawal that is given in the letter will be the last engagement point with the University, and not the date when the formal withdrawal process commenced.

Where a student has responded adequately to a previous Warning letter and then gives further cause for concern within the student's same academic year, a Final Academic Warning letter may be issued.

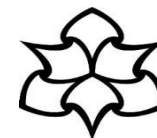
Where an Appeal is upheld, and the Panel agrees that a student can continue a programme, but the student does not then engage fully with the course, the student will be withdrawn by the Graduate School with no further right of Appeal.

8. International students

The University, through the International Office, monitors the immigration status of overseas students.

International students who require a visa to study in the UK should note that in the event of their withdrawal, the University is required to inform the Home Office UK Visas and Immigration that the student is no longer studying, and they may be advised to leave the UK

If a student is an international student who is presumed withdrawn, they should seek immigration advice immediately because the University has a legal responsibility to report any serious case of



non-engagement by an international student to the UK government, as non-engagement may invalidate the terms of the student's visa.

The [International Office](#) provides guidance and advice to students on a Tier 4 visa who are seeking a withdrawal from their studies and must be contacted in advance of the withdrawal process being approved.

Where a student has intentionally overstayed and does not have permission to remain in the UK, the student will be withdrawn by the International Office. There will be no right of appeal.

9. Financial implications of withdrawal

Students should be fully aware that they may be charged part of their tuition fee or even the full tuition fee for the year depending on their withdrawal day.

After enrolment, tuition fee invoices are raised for the full academic year. The University may recalculate fees if a student withdraws from the programme based on the date of withdrawal in line with the [Regulations for the Payment of University Fees](#)

Depending on a student's engagement and/or the point within the academic year a student withdraws/is withdrawn from the University, 100% fees may still be charged even for students exiting with a lower award.

10. Students in Receipt of Financial Support or Scholarships

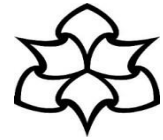
Students who have or have been withdrawn from their programme of study are advised to contact their funder to discuss the implications for their funding.

For students in receipt of a scholarship from the University or other funding administered by the University (where the University pays the student directly such as Doctoral Training Partnerships), the stipend payments will stop from the date of withdrawal. Students should refer to their scholarship agreements for additional information on the terms and conditions on expected engagement and progress.

Students who are employed by the University to undertake a postgraduate research degree programme should contact their line manager and Human Resources regarding their withdrawal and employment status.

11. Complaints and appeals

The [Student Complaints Procedure](#) and the [Academic Appeals Procedure](#) apply to all postgraduate research students of the University. Students can raise a complaint or appeal against a withdrawal decision as outlined in these procedures.



12. Advice and Support for Students

Students wishing further advice or support should contact the following teams

Student Union Advice Centre

s.u.advice@mmu.ac.uk,

+44 (0)161 247 6533

Disability Support

disability.service@mmu.ac.uk

+44 (0)161 247 3491

Student Hub

studenthub@mmu.ac.uk

+44 (0)161 247 2000

International Office,

international@mmu.ac.uk

(students should provide their MMU Student ID number in any correspondence),

Phone: +44 (0)161 247 2000