

## TERMINATION OF REGISTRATION ON RESEARCH DEGREES

### 10. Termination of registration

(1) Where a student's record of attendance, academic performance or productivity is unsatisfactory, the Head(s) of Department or School may recommend to the Principal that the student's registration should be terminated. If the Head of Department or School is a member of the student's supervisory team, it may be appropriate for a different member of staff to be involved in making such a recommendation and in monitoring the student's progress. For students holding a General Student Visa, the College has obligations placed on it to report non-attendance to the UK Border Agency.

(2) Before making a recommendation to the Principal, the Head(s) of Department or School, or an authorised deputy, must issue the student with two formal warnings by letter. Each letter shall state the reason(s) for the warning, the nature of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her registration being terminated. The second letter of formal warning shall state the fact that it is the final warning.

(3) At least four weeks must elapse between the first and second formal warnings in order to give adequate time for the student to demonstrate a satisfactory level of improvement.

(4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) of Department or School in order to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. The Head(s) of Department or School may set the warning aside and confirm this decision to the student by letter on provision of satisfactory and adequately documented explanation for the student's record of attendance, academic performance or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study.

(5) If after the second letter of formal warning there is insufficient improvement, it may be decided to recommend that the student's registration should be terminated. The Head(s) of Department or School shall communicate the decision and the grounds for it in writing to the Academic Registrar. The Academic Registrar will then present the case to the Principal, who will make a final decision, based on the particular circumstances. RHUL Research Degree Regulations 2012/13

(6) The Academic Registrar or a nominee will write to each student whose registration has been terminated informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeals procedure as set out in Section 22 of these regulations, and of the date by which any appeal must be submitted.