

Short Briefing Document: Periods of Study updates affecting students first registered prior to the 2019-20 academic year

A Working Party lead by the [Associate Dean of Postgraduate Research and of the Doctoral College](#) and supported by [College Directors of PGR](#) was formed in 2016-17 for a review of the current arrangements. The working party with broad representation and wide consultation reviewed the practice across the Russell Group and identified areas of good practice within the University, both of which fed into its final recommendations which now have been accepted by the DC Strategic Board and DC Management Group. The information below briefly outlines the changes that came in to effect from 01 September 2018:

Changes arising:

1. Monitoring and supporting progress:

- AMR will take place earlier in the year to avoid clashes with the earlier upgrade.
- 3 contact events per year (one each term) will be highlighted within MyPGR to monitor and report progress; this is making better use of existing structures. These will NO LONGER be pro rata for Part time study, in readiness for the extra PT options.
- Unsatisfactory Student Progress and Engagement procedures SSIS best practice to be used across all Colleges as a supportive tool to assist engagement. Things to note about this use of USPE:
 - The process is only initiated after discussion between the PGR Support Team and the Supervisory team.
 - Students are always sent an initial and supportive email to indicate concerns (pre-USPE) by the PGR Support team.
 - ALL USPE communication is supportive and includes achievable goals set in collaboration with the supervisor.
 - Any student responding with health and wellbeing issues will be moved directly on to Health, Wellbeing and Support to Study. There is extensive dialogue between wellbeing and the DC in relation to the HWSS process.

2. Part Time Study

- Tier 4 visas can be issued for part time study.
- Success of movement between FT and PT study to be reviewed by the student and supervisory team.

2. Continuation:

- [A move to continuation status is not an automatic right](#) for a student but only granted on the basis of a decision by the College that the student no longer requires normal levels of supervision and will be expected to submit within one year.
- Continuation is not the 'writing up phase' and means minimal supervision.
- Continuation status decisions must be driven by academic decision making rather than fee or funding implications.

3. Extensions:

- Extensions will only be granted in very exceptional and unforeseen circumstances.
- In cases of illness, excessive personal, work or other commitments, or other difficult circumstances it is expected that the student and College will follow the advice on interruption of studies.

For detailed information: Please see the [Doctoral College website](#). If you have any queries please contact your College Director of PGR.