

## Special Cases for Research Degree Registration: Procedure and Authorisation

Type of Special Case	Paperwork required	Procedure & Authorisation	Notes
Applicant or staff member's qualifications do not satisfy minimum entrance criteria	Supervisor sets out case as to why applicant or staff member should be permitted to register despite qualifications not meeting College minimum entry requirement; required to have relevant experience. CV of candidate and supporting statement from supervisor should be provided.	<b>Considered by the Director of Postgraduate Study (or equivalent) and outcome conveyed to Admissions who inform the applicant.</b>	Procedure approved by QAEC in July 2016.
Applicant or staff registering for a Research Degree with backdated start date	Application with desired start date should be signed off by the supervisor and Director of Postgraduate Study. The supervisor should set out the case explaining why a backdated start date is required for the applicant or staff member using the Special Case form available from Registry Admissions.	<b>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</b>  <b>Outcome conveyed to Admissions who inform the applicant.</b>	
Transfer of Registration for Admission	See separate procedure at: <a href="http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/apl/Research-degree---students-transfer-of-registration-for-admission.pdf">http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/apl/Research-degree---students-transfer-of-registration-for-admission.pdf</a>	<b>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</b>  <b>Outcome conveyed to Admissions who inform the applicant.</b>	

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Permission to interrupt studies for longer than 2 years	The maximum period the Academic Registrar can approve for a break in studies is 2 years; anything more than this requires special approval. The supervisor, with the support of the Director of Postgraduate Study should make this request via letter/e-mail or via the PGR Interruption of Studies form.	<p><b>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</b></p> <p><b>Outcome conveyed to Research Degrees who inform the student.</b></p>	In line with the General Regulation 9.3 which states "...In exceptional circumstances application may be made to the relevant quality committee for a longer period of interruption"
Full-time student entering for the research degree 'late' i.e. not going to meet 48 month submission deadline or part-time student entering for the research degree 'late' i.e. not going to meet 72 month submission deadline	A Late Case Request Form is required. These must be submitted in advance of the 48 month deadline.	<p><b>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</b></p> <p><b>Outcome conveyed to Research Degrees who inform the student and record the extension on the student's file.</b></p>	
Student request to extend maximum period of study (48 months for full-time / 72 months for part-time). This is subject to the approval of a late case request.	Request for amendment to the maximum period of study should be submitted in writing by the Department, alongside the late case request (see above). Counter-signature/email confirmation by Director of Postgraduate Study is required.	<p><b>Considered by the Deputy Directors of the Graduate School (or nominee) on behalf of the PRQC. Outcome conveyed to Research Degrees who inform the student, and complete the necessary updates to the candidate's record.</b></p>	The only exception to this are those with Writing Up Away from College (WUAC) status. These students are not eligible to request an extension to their period of study.

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Student or staff member who left College over 1 year before entering for research degree	A Late Case Request form is required. This must be accompanied by a separate statement from an individual independent of the research confirming that the research is still novel and valid.	<p><b>Considered by the Deputy Directors of the Graduate School (or nominees) on behalf of the PRQC</b></p> <p><b>Outcome conveyed to Research Degrees who inform the student.</b></p>	
Part-time students who wish to amend minimum period of study of 48 months / and full-time students who wish to submit prior to the 24 months period	In some cases it may be appropriate for this to be recalculated. Request for amendment to the minimum period should come as a letter or e-mail from supervisor. Counter-signature/email confirmation by Director of Postgraduate Study is required.	<p><b>Considered by the Deputy Directors of the Graduate School (or nominee) on behalf of the PRQC</b></p> <p><b>Outcome conveyed to Research Degrees who inform the student.</b></p>	Minimum period may be subject to renegotiation with the Director of the Graduate School through the Registry at any stage in light of any change in the individual student's circumstances. There is currently no appeal mechanism for these types of requests.

All requests/outcomes should be sent to either the Admissions or Research Degrees Team (as appropriate) who will process the request/inform the applicant/student of the outcome.

If there is an appeal against the decision this must be made by the Director of Postgraduate Study to the Registry. The appeal will be considered by the Director of Graduate School (or nominee if the department is Chemical Engineering) and the Deputy Academic Registrar.

Special cases decisions will be overseen by the Postgraduate Research Quality Committee (PRQC) who will receive a termly report of the numbers and outcomes. PRQC will report any trends or issues to QAEC.

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<b>Contact for queries:</b>	Admissions / Research Degree Teams as appropriate		
<b>Cross References:</b>	Special Cases Policy for Admission Postgraduate Taught and Research Programmes of Study		