

CARDIFF
UNIVERSITY

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**PROCEDURE FOR THE RE-
REGISTRATION OF FORMER
RESEARCH DEGREE STUDENTS
FOR EXAMINATION**

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Related Documents	Policy on Late Submission of Research Degree Theses

Alignment with the Expectations and Core practices of the revised UK Quality Code for Higher Education

This procedure aligns with the following relevant Expectations and Core practices of the UK Quality Code for Higher Education:

Expectations for standards	Expectations for quality
	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
	The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.
	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
	The provider supports all students to achieve successful academic and professional outcomes.

Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.

Procedure for the Re-Registration of Former Research Degree Students for Examination

1. General Statements

- 1.1 The University's Policy on Late Submission of Research Degree Theses permits a School to accept a thesis for examination up to 12 months after a student's submission deadline. A student may request that closure of their record be delayed during this 'late submission' period, enabling basic IT, e-journal, and email access, but there is no entitlement to supervision or to access to University facilities beyond that permitted to the general public. If a submission is not made within 12 months of the deadline, the student's record is closed.
- 1.2 There may be occasions where a research degree student has been withdrawn from their programme of study and their student record closed, but they have continued to undertake self-guided study and wish to present the resulting thesis for examination. In such cases, re-registration for this purpose may be permitted in line with the University's standard Admissions Policies, and as described below.
- 1.3 This Procedure applies to former research degree students (PhD and MPhil) of the University who wish to present a thesis for examination, and:
 - .1 whose candidature (submission deadline) has lapsed by more than 12 months, and their student record has been closed; or
 - .2 whose candidature (submission deadline) has lapsed by less than 12 months, but whose student record has been closed as an intention to make a 'late submission' was not indicated.
- 1.4 Former students who wish to request re-registration in accordance with this Procedure must previously have completed the minimum period of study defined for the programme that they wish to re-join. (See Research Degree Regulations.)
- 1.5 Students with an open record who wish to present a thesis for examination within 12 months of their submission deadline should follow the Policy on Late Submission of Research Degree Theses.
- 1.6 This Procedure does not apply to current students of the University, or to students previously registered on a Professional Doctorate or MRes programme.

2. Requesting Re-registration for the Purpose of Examination

- 2.1 As a former student, acceptance of your thesis for examination is not an automatic right. You will be required to apply to the University for re-registration on the relevant research degree programme, and, if permitted, to accept the University's standard Terms and Conditions of Offer.

- 2.2 In order for your re-registration request to be considered, you will be asked to provide your thesis in its current state of readiness to the relevant Head of School, or their nominee, for preliminary review.
- 2.3 The Head of School/nominee will consult with your former supervisor(s) and/or other members of academic staff with appropriate subject expertise to decide whether you may be re-registered in order to submit your thesis for examination. This decision will be entirely at the discretion of the Head of School/nominee.
- 2.4 Factors that will be taken into account include the viability of the thesis, the currency of the research, the format of the work in relation to the University's submission and presentation requirements for doctoral theses, and the availability of staff to assess the thesis and to oversee any required corrections after the examination will form part of the decision on whether to allow re-registration for examination.
- 2.5 Accepting the thesis for examination shall not in any way prejudice the findings or the decision of the examiners.
- 2.6 If the Head of School/nominee decides that your thesis cannot be accepted for examination at this time, you will not be permitted to re-register under this Procedure. The Head of School/nominee may, at their discretion, invite you to make an application to re-enter your research degree programme with advanced standing, in accordance with the Recognition of Prior Learning Policy (advanced entry to a research degree programme).

3. Re-registration procedures

- 3.1 If you are permitted to re-register for the purpose of examination, you should make an application for admission to the University, to re-register on a research degree programme with the relevant intended award.
- 3.2 Your enrolment status will be part-time, distance-learning, and your thesis must be presented formally for examination within one calendar month of your enrolment date. Failure to submit within the specified period will result in termination of the programme.
- 3.3 An examination fee will be required when the thesis is submitted, equivalent to the submission fee charged to staff candidates and the resubmission fee charged to candidates who are invited to represent their thesis following a first examination; this is published annually.
- 3.4 As your re-registration is solely to allow for your thesis to be accepted for examination, the University's policies and procedures regarding supervision and progress monitoring will not apply.
- 3.5 Should extenuating circumstances arise following the submission of the thesis for examination, you should report the circumstances in accordance

with the Extenuating Circumstances Policy and Procedure (Research Students).