

Notification of Withdrawal Policy for Research Degrees



Scope: All research programmes leading to an award of City St George's, University of London.

Senate Regulations: Senate Regulation 24.

Summary: This Policy outlines the general principles for withdrawal from a postgraduate research programme.

Date approved/re-approved: June 2025.

Date for review: To be reviewed by the end of 2028/29 academic year, with allowance for minor updates, as required.

Effective from: 1st of August 2025.

Equality and Diversity Statement

City St Georges, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Introduction

1. Research candidature may be withdrawn for a variety of reasons, which may be triggered by the researcher or the university. Doctoral researchers are advised to discuss any difficulties that may be affecting their study with their supervisor(s) or Course Officer as soon as possible so that the best course of action can be agreed upon in view of the circumstances. Additional welfare support, a transfer of programme or a period of interruption from studies may be an alternative for you instead of withdrawal.
2. Any withdrawal of candidature requires approval from the Doctoral College Board of Studies on the recommendation of the School Research Degree Programmes Committee and your department's Senior Tutor for Research.
3. The University's Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Principles

4. Notification of withdrawal may be initiated by the doctoral researcher or their School/Department.
5. If the doctoral researcher is in receipt of funding from City St George's, they are strongly advised to speak to their Course Officer prior to withdrawal to understand the impact on their studentship.
6. The doctoral researcher will not be withdrawn until their application has been approved by the Doctoral College Board of Studies. The amount charged for their tuition will be determined by the date they inform their School in writing of their withdrawal and they will be liable for fees until their withdrawal is processed. Doctoral Researchers will be charged (and, where applicable, refunded) pro-rata depending on the number of months they have attended. This applies to researchers receiving a Student Finance England (SFE) Doctoral Loan as well as to researchers paying their own fees.
7. If the doctoral researcher is a student visa holder, City St George's is required to report their change in student status to UK Visas and Immigration and they will not be able to remain in the UK unless they have a new visa sponsor. Doctoral researchers must seek advice from the University's Visa Advice Team before initiating the withdrawal process: visaadvice@citystgeorges.ac.uk
8. Following withdrawal, doctoral researchers must return their City St George's ID card, as well as any keys, books, IT equipment or other City St George's property to their Course Officer.

Notification of withdrawal by the doctoral researcher

9. Doctoral researchers may choose to withdraw from the programme, for reasons which may include:

- Transfer to another institution (with or without your supervisors);
 - Health reasons;
 - Financial reasons;
 - Personal reasons;
 - Entering employment.
10. Doctoral researchers should complete the Doctoral Researcher-led Withdrawal form on the online system, which will be reviewed and approved by the Supervisor(s), Senior Tutor for Research, School Research Degrees Programme Committee and Doctoral College Board of Studies.
11. If the doctoral researcher wishes to withdraw their candidature because they are intending to continue their research with another institution, they will need confirmation from their supervisory team and the Doctoral College Board of Studies that they are content to release the intellectual property rights of the research topic.
12. Once the doctoral researcher has withdrawn, they will not normally be permitted to re-register on the same programme at City St George's.

Notification of withdrawal by the School/Department

13. The University may also initiate withdrawal of candidature where:
- It is the recommendation of an Annual Progress Review or MPhil to PhD Transfer (or equivalent) due to poor academic progress, having been given a second opportunity to improve and resubmit for the same milestone;
 - It is the recommendation of a progress review convened by the School due to serious concerns about their ability to progress;
 - It is the outcome of an academic misconduct or research misconduct panel;
 - They have committed non-academic misconduct, in accordance with [Senate Regulation 13](#);
 - They have stopped attending or engaging with the University (without prior approval, typically over 3 months);
 - They failed to submit the thesis for examination by the end of the maximum period of candidature.

Any Notification of Withdrawal would usually be discussed between the doctoral researcher and their supervisor(s) and/or Senior Tutor/Director of Research beforehand; once they have been notified of their poor academic progress, such as the outcome of an Annual Progress Review, they will be given the opportunity to improve before the process of withdrawal is started.

14. The Course Officer, Supervisor or Senior Tutor should complete the University-led Withdrawal on the online system, which will be reviewed and approved by School Research Degree Programme Committee and Doctoral College Board of Studies.
15. Should the doctoral researcher has already transferred from MPhil/PhD to PhD (or equivalent) but their supervisor(s) recommend withdrawal because of lack of progress, consideration will be given to the doctoral researcher being permitted to submit material for the award of MPhil (or equivalent);

16. Doctoral researchers will be advised of their right to appeal against any decision to withdraw their period of candidature.

Doctoral researchers who need to withdraw should familiarise themselves with the [Terms and Conditions for Study at City St George's.](#)

Policy Title	
Notification of Withdrawal Policy for Research Degrees	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Senate upon recommendation from the Doctoral College Board of Studies	Doctoral College Board of Studies School Research Degree Programme Committees
Approving Body	Date of Approval
Senate	9 th of July 2025
Last Reviewed & Version	Review Due Date
V2.0 17/03/2021 (Senate) V1.1 15/06/2012 (Education Committee) V1.0 22/02/2009 (APPSC)	July 2028
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? ☒	For staff access only (intranet)? ☐
Website Link: https://www.citystgeorges.ac.uk/about/governance/policies/doctoral-researcher-policies/_nocache	Intranet Link:
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: Doctoral College Documents	
Queries about this policy should be referred to	
Doctoral College doctoralcollege@citystgeorges.ac.uk	

