# REDUCTION IN THE PERIOD OF REGISTRATION:

# GUIDANCE FOR POSTGRADUATE RESEARCHERS AND SCHOOLS

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| **1.** | What is a Reduction in the minimum period of registration? |
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| 1.1 | The University Regulation 6.2.3(a) (<http://www.birmingham.ac.uk/Documents/university/legal/regulations-part6.pdf>) sets out the minimum and maximum periods of study for each research degree qualification. |

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| 1.2 | University Regulation 6.2.3(d) states  “*The Senate or a delegated authority may at its discretion in individual cases reduce at the time of admission the period of full-time or part time study required of a Registered Student on a research programme by up to one third of the designated full time period of study or the equivalent part time.”* |
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| 1.3 | Postgraduate researchers are expected to complete the minimum period of study before transferring to thesis awaited status (also known as writing up status) or submitting their theses for examination. The end of the minimum period of study is the earliest date on which postgraduate researchers may submit their theses. (For information on early submission see: <http://www.graduateschool.bham.ac.uk/rsa/earlysub.shtml>.) |
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| 1.5 | **Requests for a reduction in the minimum period of registration resulting in an early transfer to writing up status are regarded as exceptional.** Each request is considered on its merits and requests are normally only considered on academic grounds. Financial difficulties, work commitments or taking up employment are normally insufficient reasons for requesting a reduction to the period of registration. |
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| 1.6 | A reduction in the minimum period of registration will also reduce the maximum period of registration |
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| **2.** | How to apply for a reduction in the minimum period of registration |
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| 2.1 | Requests should be made **at least three months** before the proposed date for transfer to writing up status and should be submitted on the Reduction in the Period of Registration request form available from the following web address: <http://www.graduateschool.bham.ac.uk/rsa/reduction.shtml/>   Any evidence/documentation supporting the request must be attached to the request form. |
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| 2.2 | The postgraduate researcher should complete Part A of the request form and then pass the form to their supervisor, who should complete Part B. The Head of School (or nominee) should complete Part C. The completed form should be returned to the Research Student Administration Team, Registry, Academic Services.  Please ensure that all sections have been completed before returning the form, as an incomplete form will be returned, causing delays in the process |
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| 2.3 | Postgraduate researchers and supervisors will be notified by e-mail of the result of the request. |

2.4 If you are a sponsored PGR, you should be aware that your stipend payments may stop once you have transferred to writing up status and you are advised to contact your sponsor to discuss this before submitted a request to reduce your minimum period of registration.

Research Council funded PGRs should contact the Research Student Administration Officer - 0121 414 2898 or e-mail via ([graduateschool@contacts.bham.ac.uk](mailto:graduateschool@contacts.bham.ac.uk)).