Attendance monitoring
Postgraduate Researcher (PGR) Policy and Guidance

This document aims to provide schools with guidance on attendance monitoring and absence reporting for Postgraduate Researchers (PGRs). Guidance for taught students can be found at [http://ses.leeds.ac.uk/info/22168/student_support-related_policies/632/attendance_monitoring_taught_students]. Monitoring of attendance is recognised as an important element in supporting both PGR retention and performance and has been a University requirement for many years.

In addition, the document includes information on the requirements of the Home Office under the Points Based System applicable to international PGRs holding a Tier 4 student visa.

Schools have now the opportunity to use a central system, the Graduate Record of Achievement and Development (GRAD) to record all Postgraduate Researcher (PGR) engagement in an auditable way, and identifying PGRs who are absent.

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April 2016 (updated April 2017)
1. Introduction

Attendance monitoring is recognised as an important element in supporting both Postgraduate Researcher (PGR) retention and performance. Regular and appropriate attendance has been a University requirement for many years as stipulated in the Curricular Ordinances and Regulations

[http://www.leeds.ac.uk/calendar/ordinances.htm](http://www.leeds.ac.uk/calendar/ordinances.htm)

For PGRs failure to attend and progress and/or absence without permission can result in serious consequences for the PGR through the Unsatisfactory Academic Progress Procedure.

The University responds to the requirements of the Home Office’s Points Based System, whereby it is required to report international PGRs who fail to complete registration when expected or who are absent for a period.

It is essential that our monitoring and associated reporting is accurate and that our records are accessible to protect our Home Office Sponsor License along with meeting the professional/statutory body requirements for certain programmes of study.

The following policy and guidance are intended to give staff greater clarity in relation to the University’s expectations of an effective attendance monitoring and engagement process and to provide a coordinated response to the Home Office reporting requirements.

2 Postgraduate Researchers (PGRs)

2.1 Policy

1. The attendance of all PGRs must be monitored throughout the research degree candidature, with absence being reported. The monitored attendance sessions must include all formal supervisory meetings as well as other appropriate events. These can include activities such as the University English Language Test, English language courses, SDDU/Faculty generic training courses and any review and assessment interviews.

2. The responsibility for the management of the mechanism for appropriate recording will rest with the Dean of the Faculty, who may allocate the responsibility (via the Faculty Graduate School Committee and the Director of PGR Studies) to schools or other appropriate units within the faculty.

3. Faculties/schools must have procedures in place for contacting PGRs who have failed to attend monitored attendance sessions without authorisation. These procedures should involve the Head of School and the Postgraduate Research Tutor and be clearly stated in the faculty/school handbooks or on the website. Evidence of these activities will be required in the event of a Home Office audit so it is essential that records are kept and are accessible. The PGRT will usually be the first point of contact when such information is required.

4. PGRs’ attendance must be monitored across all years and a standard, fair and auditable approach taken to ensure equity of treatment.

2.2 Guidance

The following guidance is intended to provide schools with some clear principles for recording attendance and monitoring absence for PGRs.

1. The following attendance sessions are suggested as suitable for recording purposes for PGRs in their standard period of study.
2. It is recognised that there are different events and timelines within different schools which reflect the varying nature of research study. Schools may already have their own practices which relate to these events. The requirement is that a full-time PGRs will have a minimum of 10 supervision meetings a year. The relevant number for part-time PGRs is 6. It is understood that the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas, however it is essential that regular contact is maintained (see below). Notes must be kept of all formal supervision meetings in GRAD; for international PGRs these will be required in the event of a Home Office audit.

3. Initially, as a minimum, schools will be required to put the following procedure in place:

i) Supervisors will be required to report to the PGRT when there has been no contact or missed supervision meetings with individual PGRs for a month (unless absence has been authorised for illness or other suspension, etc), or where there is a pattern of absences which is affecting the PGR’s work or causing concerns for the PGR’s wellbeing.

ii) The school or faculty should contact the PGR promptly to explore any problems, in consultation with Postgraduate Research and Operations if appropriate. This provides an opportunity for issues to be resolved with the PGR and to identify any more serious problems early. It may for example be appropriate to consider instigating the Unsatisfactory Academic Progress Procedure (UAPP) (found under Progress and Monitoring)

Where issues cannot be quickly resolved, the school/faculty should work closely with Postgraduate Research and Operations and other colleagues to explore whether support can be offered that enables the PGR to return to studies, or whether a suspension of studies should be considered until issues are resolved. (In this case please refer to the extensions and suspensions policy (see under Progress and Monitoring). Complex cases may require a

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1 Where PGRs are on fieldwork or other research activity outside Leeds, formal supervisory contact may take place by other means (eg telephone, video conferencing, Voice over Internet Protocol (VoIP) (eg skype), email)
case conference-style approach to allow consideration of all necessary factors to be discussed and prioritised. In addition to academic progress and University regulations, these factors may include health considerations (including mental health), personal/family considerations, immigration advice, compliance with Home Office regulations and financial considerations (including effects on any sponsorship).

iii) Where issues remain unresolved and prolonged absence continues, it may be necessary for the PGR to suspend or withdraw or, if they are not in contact, to be presumed withdrawn. Please refer to the processes described below.

Note: It is essential that problems are identified and responded to as quickly as possible. This is particularly important in the case of international PGRs as the additional requirements of the Home Office must be taken into account. Delays can turn relatively simple problems into much more complex ones. Delays can also prevent PGRs from getting crucial, timely immigration, financial or other professional advice. Please be assured that the Student Education Service and other colleagues are committed to accommodating the PGR’s and the school’s wishes as far as is possible.

2.3 Processes

2.3.1 Failure to register, including obtaining the Leeds Student ID Card

PGRs should register within 4 weeks of the start date, anniversary of their start date, or from the date they are returning to study after a suspension.

After this point PGRs the non registration process will commence – please see Appendix 2 for further detail.

In summary: if a new PGR is still not registered within 5 weeks of the official start date then they will be recorded as a “No Show” and in the case of international PGRs on a Tier 4 student visas, the Home Office will be notified.

If a returning PGR is still not registered after 10 weeks from the anniversary of their start date, then they will be withdrawn. In the case of international PGRs, the Home Office will be notified.

If there is a short term issue with a sponsor fee payment being delayed, then Postgraduate Research and Operations may extend this deadline.

International PGRs returning from a period of suspension may need a new Tier 4 visa. Therefore a “hold” is placed on their student system record. This prevents the PGR from completing registration and the PGR sees a message which asks them to visit the Student Services Counter in order that their student visa may be checked by counter staff. If there is a problem, then the PGR will be unable to register at that point and will be referred to the International Student Office (ISO) immigration advisors. Postgraduate Research and Operations will be aware of this reason for non registration and will be liaising with ISO.

If PGRs are present on campus they are required to obtain a Student ID card (unless they are a member of staff and have a University of Leeds staff ID card). In order to obtain the card ID checks must be carried out. In the case of international PGRs this means they are required to present their passport and immigration permission (entry clearance sticker/stamp or biometric residence permit) at registration. These documents will be scanned in line with of Home Office requirements that universities must keep a copy of these documents. If a PGR (who should have an ID card) does not obtain a card then the PGR will be required to withdraw (unless a delay with the issuance of the relevant visa documents is the cause in which case the deadline may be extended).
2.3.2 Withdrawals

PGRs wishing to withdraw permanently from the University should complete a leavers form, which should also be signed by the school and returned immediately to Postgraduate Research and Operations.

If you know that a PGR has left, then whilst best practice is to get the PGR to complete a leavers form, if there is any delay with a PGR holding a Tier 4 student visa, then please notify Postgraduate Research and Operations immediately (and forward any emails whereby the PGR has confirmed that they have left) in order that the University can make a timely report to the Home Office.

2.3.3 Presumed withdrawn

A PGR may be presumed withdrawn if they do not attend supervision meetings or respond to School correspondence. The presumed withdrawn procedure is described below:

Step 1: School contacts the PGR in writing (letter/email) advising them to contact the School

Step 2: Where no response is received School makes a further attempt to contact the PGR in writing. See Appendix I for example presumed withdrawn email/letter.

Step 3: School instigates Presumed Withdrawn process where no response is received. School contacts PGRO via email attaches the two written communications from the School to the PGR, clearly stating Student ID Number and requests the commencement of the Presumed Withdrawn process.

Step 4: PGRO writes to the PGR informing them that they are now presumed to have permanently left the University.

Step 5: PGRO updates the BANNER student record to a permanent leaver 10 working days after the letter is sent.

Step 6: Where a PGR queries the letter PGRO will liaise with the School.

The PGR may be registered or may not have returned from suspension (please note that if a PGR does not re-register following suspension then they will be picked up in the non registration process operated by Postgraduate Research and Operations).

2.3.4 Reporting withdrawals

In the case of withdrawn international PGRs who are present in the UK under Tier 4 of the Home Office Points-based Immigration system, a report will be submitted to the Home Office by Postgraduate Research and Operations, and the PGR will be required to leave the UK unless they intend to submit a further, valid immigration application for further leave to remain. The PGR will be informed of the report to the Home Office and advised to contact the International Student Office for advice.

2.4 Other circumstances

2.4.1 Full-time Study Outside the UK (eg Fieldwork)

If an international PGR undertakes a period of full-time study outside of the UK (eg for the purposes of fieldwork) for a period of one month or more, schools must:

a. Inform Postgraduate Research and Operations of the dates and location of study for Home Office reporting purposes, by completion of the PGR Change of Study Location Form (found under Progress and monitoring) and

b. Continue to record their academic engagement and progress. This may take place by skype, telephone, email or a combination. Auditable records of supervision must be kept in GRAD.
If for any reason it is not possible to maintain contact at an appropriate level during a period of study outside the UK (eg for the purposes of fieldwork), Postgraduate Research and Operations will notify the Home Office of a withdrawal of sponsorship under the Tier 4 General Student Visa route for the duration, and a new CAS will be issued when the PGR is ready to return to the UK.

Please note that the presumed withdrawn procedure outlined in 2.3.3 should be implemented within the same timeframe if contact is lost with a PGR currently undertaking full-time study outside the UK.

2.4.2 Visiting students
Visiting students who intend to study at the University for under 6 months should be monitored as part of the school's general duty of care. International students do not come under the requirements of the Points Based System if they are in the UK with immigration permission as a Short-term student visa.

Students visiting for more than 6 months will usually have a Tier 4 visa and their attendance and engagement should be monitored as standard.

2.4.3 Split site PhD programmes
PGRs registered for these programmes should be monitored as usual throughout their candidature. Where PGRs are outside Leeds, formal supervisory contact may take place by other means (eg telephone, video conferencing, Voice over Internet Protocol (VoIP) (eg skype), email).

2.4.4 Research overtime writing up period
In order to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study. Full-time PGRs will continue to be entitled to a minimum of 10 supervision meetings a year (and part-time candidates a minimum of 6 a year). The meetings must be recorded and may take place in a variety of forms (for example in face to face meetings when the PGR is in the UK or by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (eg skype) or email where appropriate). It is the responsibility of the candidate to initiate these meetings and to provide the supervisor(s) with written drafts of the thesis for comment by the supervisor within an agreed timescale.

There is no requirement for PGRs to stay in Leeds during their overtime period. If it is agreed that an international PGR will remain in Leeds during this period their attendance and academic engagement must be monitored as usual, and records kept in GRAD. If a PGR holding a Tier 4 visa wishes to return overseas, please compete the PGR Change of Study Location Form.

2.4.5 PGRs awaiting examination
Those PGRs who have submitted their thesis and are preparing for their viva may still have contact with their supervisor. In the case of a PGR holding a Tier 4 student visa this is essential to enable the University to meet the Home Office requirements, but in other cases it is at the discretion of the school.

2.4.6 Corrections
As above, those working on corrections may still have contact with their supervisor but in the case of a PGR holding a Tier 4 student visa this is essential.

2.4.7 Extensions
If an extension is granted to a PGR it normally occurs at the end of the standard period of study. Attendance should be recorded and monitored as standard.
Referrals
Referred candidates are entitled to six supervision meetings a year and to receive comments from the supervisor upon the revised thesis (the PGR has to initiate these meetings and provide re-drafts). For international PGRs in the UK on a tier 4 student visa, the School will need to implement supervision meetings or other contacts in order to monitor attendance and maintain sponsor duties. If an international referred PGR wishes to remain in the UK, Postgraduate Research and Operations will contact the relevant School to establish that the PGR does need to be present at University of Leeds. The University has to be able to prove that the PGR is making progress in their studies and are in full time attendance.

Suspensions

If circumstances intervene during a candidature and prevent a PGR from progressing their research (eg illness, personal difficulties) the PGR may be granted a suspension of study for a period necessary to overcome the difficulty. When a period of suspension is granted the overall maximum time limit for submission of the thesis will be extended in line with the period of suspension.

It is the responsibility of the PGR to notify their supervisor(s) or Postgraduate Research Tutor when a problem occurs, keep them updated about matters affecting their studies and to submit requests for suspensions of study either before or at the point their studies are interrupted. Whenever possible this should be done before the studies are interrupted. Appropriate documentary evidence should be provided (eg doctor’s note).

The Postgraduate Research Tutor is required to submit requests for suspensions of study to Postgraduate Research and Operations (for consideration on behalf of the Graduate Board) when the difficulty preventing the PGR from studying arises. Requests will be considered in a timely manner and the PGR informed in writing via email, by Postgraduate Research and Operations, of any approved period of suspended study.

A suspension of study will normally only be granted at the point the difficulty arises or, if the situation is foreseeable, in advance of the difficulty arising (eg planned medical intervention or surgery). **Suspensions will not normally be backdated for more than one month.**

The University must inform the Home Office of suspensions of study undertaken by international PGRs on a Tier 4 (General) Student Visa.

Authorised Absences

In some cases a period of suspension of study may not be necessary. For example:

- if the period of absence will be for a short period (up to four weeks) in addition to any period of annual leave (five weeks) in any one calendar year and
- the time away from studies will have no impact on the PGR’s ability to meet deadlines (eg transfer, maximum time limit for submission of the thesis).

In such cases the supervisor and the PGR must agree that the short period of absence can be absorbed into the candidature with no allowance made for the PGR to meet academic deadlines for submission of work. A record of the agreement should be kept in writing (eg email).

Extension of Study

In some circumstances, where difficulties of sufficient gravity have intervened during the candidature (eg equipment breakdown, recovery from illness, personal difficulties) it may be necessary to consider an extension of study. During periods of extension recording and attendance and monitoring absence will be expected to take place as described above.
Further details on the research Suspension/Extensions of Study Policy can be found at:

http://ses.leeds.ac.uk/info/22172/research_degrees/721/suspensions_and_extensions_of_study_for_postgraduate_research_students

3. Sources of support and guidance

International Student Office

If you have a specific enquiry related to student immigration under PBS, please contact internationalstudents@leeds.ac.uk or call 0113 343 3930

http://students.leeds.ac.uk/info/10500/international_students/877/international_student_office

GRAD information

Further information on GRAD can be found at:
http://ses.leeds.ac.uk/info/22172/research_degrees/931/postgraduate_development_record_system

Suspensions and Extensions and Unsatisfactory Academic Performance Process policies can be found here: http://ses.leeds.ac.uk/info/22173/research_degree-related_policies
Appendix 1  Example email/letter to a PGR who is absent without permission

Example email/letter:  from a school to a PGR who is absent without permission. The letter should be tailored to suit the individual circumstances.

Dear xxx

I understand from your supervisor that you have not attended the university for approximately xxx weeks or responded to their emails. Your supervisor also informs me that you have not submitted work to the timetable agreed.

Please could you make contact with the School as a matter of urgency. If there are circumstances or events which are preventing you from progressing your studies (eg ill-health, personal difficulties) you should let us know so we can work with you to take the steps necessary to safeguard your academic position whilst you address any difficulties you are facing. This may involve requesting a period of suspension to your studies.

If a suspension to your studies is necessary it is important that you make such a request without delay as the University will not normally grant retrospective periods of suspension of more than one month and you will lose the time available to complete your studies.

I would like to make you aware that the University of Leeds has a wide range of support services, including the International Students Office, the Student Advice Centre, Leeds Student Medical Practice, and the Student Counselling Service. You can find further details listed on http://students.leeds.ac.uk/ or on http://students.leeds.ac.uk/#Support-and-wellbeing

If you do not respond to this email and make contact with the School by xxx (after 10 working days) the University will have no alternative but to presume that you have withdrawn from your studies and your candidature will be terminated. The School wishes to avoid this course of action and urges you to make contact with any of the following individuals within the School:

PGRT (contact details)

PGR Admin (contact details)

Supervisor (contact details)

If you are an International PGR studying in the UK with a Tier 4 student visa you are reminded that the University is required to report to the Home Office when a PGR interrupts or withdraws from their studies. Such a report may lead to the curtailment of your student visa and you will be required to leave the UK. It is, therefore, important that you respond to this correspondence without delay. For further information please contact the International Student Office at: Tel: +44 (0)113 343 3930 or Email: internationalstudents@leeds.ac.uk  http://students.leeds.ac.uk/internationalstudentoffice

Additional information is available at http://students.leeds.ac.uk/immigration
Appendix 2  Non Registration Timetable and Communications

Registration is open one month before registration due date and PGRs must register within one month of the start date/anniversary of the start date/from the date returning to study from suspension.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>One month after the relevant start date a Registration Reminder email is sent to all non registered PGRs.</td>
</tr>
<tr>
<td>Step 2a</td>
<td>A week later, if a PGR has still not registered then Non Registration Letter 1 is sent to Schools. This letter informs Schools that the PGR has still not registered and asks them to contact PGR &amp; Operations if there is a particular problem – eg incoming suspension, delay in producing Form 21/problem with a sponsor. At that point no further action is taken, but the response is logged and the situation monitored to see that the PGR does register, otherwise the non registration process will start again.</td>
</tr>
<tr>
<td>Step 2b</td>
<td>New PGRs who have still not registered are updated on the student records system to show that they are &quot;No Shows&quot;</td>
</tr>
<tr>
<td>Step 2c</td>
<td>If a new PGR has used a UoL CAS to apply for a visa but still not registered then PGR &amp; Ops checks with School. If a PGR has a delay with payments then they must ensure they have completed as many of the online registration pages as possible and that they are undertaking study. If the new PGR is not here at Leeds in attendance, then they are updated on the student records system to show that they are &quot;No Shows&quot; and reported to the Home Office.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Two weeks later, if the PGR has still not registered a Non Registration letter will be sent to the PGR warning of withdrawal. A copy will be sent to the School. PGRs are asked to contact PGR &amp; Operations if there is a particular problem. PGR &amp; Operations can suspend the non registration process if necessary, but ultimately if the PGR does not register then the PGR will be picked up in the non registration process from the point it was suspended.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Two weeks after letter 2, if the PGR has still not registered a final letter will be sent to the PGR, confirming that they have now been withdrawn. A copy will be sent to the School.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Banner will be updated a week later as PGRs often re-register on receipt of the final letter!</td>
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</tbody>
</table>
Step 1 Example of Registration Reminder E-mail

This e-mail is also copied to PGR Secretaries or generic e-mail addresses as advised to Postgraduate Research and Operations

Dear ~FirstName ~LastName  Student ID number ~

~Programme, Programme Start Date:

This is a reminder that if you have been notified by your School that you are able to register, then you were expected to complete registration for your research degree by the end of (relevant month).

You can register via http://www.portal.leeds.ac.uk/ and you must use your STUDENT ISS login details.

Please contact Postgraduate Research and Operations (rp_student@adm.leeds.ac.uk) if you are unable to register for any reason.

In the case of international PGRs who are present under Tier 4 of the Points Based system, please be aware that the University is required to notify the UK Home Office if you fail to register.

Regards

Student Records Officer
Postgraduate Research and Operations
Step 2 Non registration letter 1

This is the memo to Schools advising of non registration. There is a pro-forma attached to this which the Schools can complete with a reason for non registration/delay and when the issue is expected to be resolves. Alternatively it may note that the PGR will be leaving or suspending. This may delay any further communication to the PGR.

Dr XXXX
Postgraduate Research Tutor
School of XXXX

Date

Dear Dr XXXX

John Smith [200212121] PHD-XXXX-FT

The above-named PGR has failed to register for the period «Registration_period».

We would appreciate if you could communicate with this PGR as soon as possible.

University regulations require that all PGRs attending the University do so as registered students. The failure of a PGR to register results in the following;

- Loss of revenue for both the School and the University. Only full-time and part-time registered PGRs are included in the calculation of statistics for the Higher Education Funding Council for England. It is these statistics that result in the release of funding to the University.

- The Graduate Board being unable to fulfil its obligations in ensuring that all PGRs are adequately supervised.

- In the case of international PGRs it may lead to expulsion from the country by the immigration authorities (or later difficulties if they seek a renewal of their visa). PGRs entering the UK under the UK Student Visa (Tier 4) Points Based System are obligated to complete registration. If they do not do so, the University of Leeds must report the PGR as having failed to register.

If the PGR has not registered by the end of the month then we will assume they are a no-show and update the records accordingly.

Yours sincerely

Leanne Carr
Student Records Officer
Postgraduate Research and Operations

Student ID number  non-reg/letter1 to School.doc
Step 2  Non registration letter 1 - Returning PGRs

«Postgraduate_Tutor»
Postgraduate Research Tutor
«DEPT_DESC1»

Date

Dear «Postgraduate_Tutor»

REGISTRATION REMINDER
«FIRST_NAME» «LAST_NAME» [«ID»] «PROGRAM_CODE»

The above-named PGR has failed to register for the period «REGISTRATION_PERIOD». We would appreciate if you could communicate with this PGR as soon as possible.

University regulations require that all PGRs attending the University do so as registered students. The failure of a PGR to register results in the following:

- Loss of revenue for both the School and the University. Only full-time and part-time registered PGRs are included in the calculation of statistics for the Higher Education Funding Council for England. It is these statistics that result in the release of funding to the University.

- The Graduate Board being unable to fulfil its obligations in ensuring that all PGRs are adequately supervised.

- In the case of international PGRs it may lead to expulsion from the country by the immigration authorities (or later difficulties if they seek a renewal of their visa). PGRs entering the UK under the UK Visas & Immigration Student Visa (Tier 4) Points Based System are obligated to complete registration. If they do not do so, the University of Leeds must report the student to the UK Home Office as having failed to register.

This PGR is in the UK on a Tier 4 Student Visa and will be reported to the UK Visas & Immigration as not being in attendance if they have not registered by the end of this month. This will only appear for Tier 4 PGRs

Failure to register may result in PGRs losing access to the library/ISS facilities and eventually permanent exclusion from the University.

If this PGR has withdrawn from his/her studies would you please complete a "Leavers Form" and return it to this office.

Alternatively, if you are expecting this PGR to continue with his/her studies, please let me know why they have failed to register by returning the attached form.

If the PGR has not registered (or a reason has not been provided) by DATE then we will write to the PGR and give them until the end of the month to register before withdrawing them from the University.

Yours sincerely

Leanne Carr
Student Records Officer
Postgraduate Research and Operations

Student ID number
non-regletter1 to School.doc
Step 3 Non registration Letter 2 – to PGR

This is the first letter to the PGR and gives them a deadline by which to register otherwise

PGR Name
Address
Date

Dear Mr XXXX,

According to our records, it has been noted that you have failed to register with the University for the period «Registration_Period». As you will know, all PGRs should register within 4 weeks of the anniversary of their start date or following their return from a period of suspension of study.

If you are currently undertaking research degree study you must register via the on-line system which you access through the University portal. For further details on how to register please see the link below http://students.leeds.ac.uk/info/10102/registration

Please note that you must register before XX XXXX XXXX. Failure to do so may result in you being withdrawn permanently from the University for failing to fulfil the requirements of registration.

If you are an international PGR in the UK under a Tier 4 Points Based System Student Visa, then the University is obligated to report that you have not registered to the Home Office.

If you have left the University please contact your Postgraduate Research Secretary as you will need to complete a “Leavers Form”.

If there has been some reason preventing you from registering, you must contact Postgraduate Research and Operations for advice immediately by emailing rp_student@adm.leeds.ac.uk. If you are unable to register because of a fees issue please contact the Accounts Receivable Office by emailing feequeries@adm.leeds.ac.uk.

Yours sincerely

Leanne Carr
Student Records Officer
Postgraduate Research and Operations

Cc PGR Tutor
PGR Secretary
Central Filing

Student ID number
Non-regletter 2 – to student.doc
Step 4 Letter 3 – to PGR

This is the final letter to the PGR informing them of their withdrawal.

NAME
ADDRESS

Date

Dear Mr NAME

Further to our previous letter, according to our records, it has been noted that you have still failed to register with the University for the period «Registration_Period». As you will know, all PGRs should register within 4 weeks of the anniversary of their start date or following the end of a period of suspension of study.

I am writing therefore to inform you that you are required to leave the University. I shall inform your School that you are not permitted to continue with your candidature and your research degree studies at the University have been terminated.

Please return your current student identification card to this office as soon as possible.

If there has been some reason preventing you from registering, you must contact Postgraduate Research and Operations for advice immediately by emailing rp_student@adm.leeds.ac.uk.

If you are an international PGR, you should now seek immediate advice from the International Student Office internationalstudents@leeds.ac.uk. Under Tier 4 of the Points Based System for immigration, the University is required to inform the Home Office of your withdrawal from study. In most circumstances this means you will be required to leave the UK, so please seek this advice as soon as possible.

Yours sincerely

Leanne Carr
Student Records Officer
Postgraduate Research and Operations

Cc  PGR Tutor
    PGR Secretary
    Central Filing

Student ID number

Non-reg|letter 3 – to student.doc