



3. Terms of Study

3.1 Period of Study

The prescribed periods of study will be:

	Full-time	Part-time
MA	One year	Two years
MSc	One year	Two years
LLM	One year	Two years
MPhil	Two years	Four years
PhD	Three years	Six years
DProf		Four+ years
EdD	Three and a half years	

3.2 Fees

- 3.2.1 Fees are invoiced ahead of each term and should be promptly paid. Invoices are sent to student email addresses. No awards will be issued where there are outstanding fees.
- 3.2.2 Fees for all programmes are charged for the full prescribed period of study, as set out in section 3.1. Early submission of work, or early completion of academic requirements, does not reduce the total programme fee payable.
- 3.2.3 Where a student submits early, all outstanding programme fees for the prescribed period of study must be paid in full before an award is issued.
- 3.2.4 Where a student enters an approved extension period beyond the prescribed period of study, a writing-up fee of £350 will be due for each term of extension.

3.3 Extensions of Time

- 3.3.1 A student must submit their thesis within the prescribed period of study or submit an Extension of Time request (see Appendix 1. Extension of Time Application). This request should be made in good time for the extension to be approved by the student's expected end date. A first extension can be granted within the Faculty, provided the student has the support of their First Supervisor and Research Officer. At point of requesting an extension and to support their application, the student should submit to their First Supervisor a summary of their thesis chapter structure, indicating which sections are completed. It is expected that this draft will clearly indicate the student is progressing satisfactorily with their thesis and will complete within the extension time requested.
- 3.3.2 A Faculty extension can be approved for up to one year. The student will be required to pay a writing up fee of £350 per term to ensure they remain entitled to access University facilities and supervision.



Supervision is expected to be reduced to revision of drafts and one meeting per term, in line with the fact that the student has had full access to supervision throughout their programme of study. The student will not be liable for writing up fees for any remaining terms after they have submitted their thesis.

- 3.3.3 If a student reaches the end of a Faculty extension and the thesis is still not complete, the student may repeat the steps above and request a further University Research Committee extension, requiring approval from First Supervisor, Research Officer and URC Chair. Such a request will be granted in exceptional circumstances, for up to one year. The writing up fee will continue to be applied. Prior to completion of the Extension Form, a meeting between student, First Supervisor and Research Officer should be held to determine a clear path to completion of studies. Any student unable to work on their thesis for any reason, during either their original period of study or Faculty extension phase, is strongly encouraged to request a suspension of studies rather than rely on a URC extension.
- 3.3.4 If a student is approved for a URC extension and does not produce a thesis by their revised end date, they may be subject to a recommendation for termination of their registration.

3.4 Suspension of studies

- 3.4.1 Students should first discuss this with and gain the approval of, their First Supervisor. A completed Suspension form should then be email to the Faculty Administrator. The FA will send a confirmation email to both the student and the First Supervisor once the suspension request has been processed.
- 3.4.2 Ahead of the student's returning term, they will be contacted by Registry to confirm the resumption and issued an invoice by Student Fees for the new term. Their new expected end date will be recalculated when their student status is made current.
- 3.4.3 Suspensions cannot be applied retrospectively, so any student should be mindful to request a suspension if they find themselves unable to study.
- 3.4.4 Any student wishing to suspend their studies for a period longer than one year should withdraw from their programme and apply for readmission when in a position to resume their studies. Any student who intends to resume within one year but does not do so will be withdrawn pending application for readmission.

3.5 Withdrawal / Termination

- 3.5.1 Should a student be unable to continue with their programme, they should submit a completed withdrawal form to research@buckingham.ac.uk.
- 3.5.2 Any student who is in arrears of two terms' fees and/or has not been in contact with their Supervisor(s) for a period of two terms may be deemed to have withdrawn from their programme,



and may be subject to a recommendation for formal withdrawal / termination of registration. Any student whose end date has lapsed beyond one term may similarly be subject to such a recommendation.

- 3.5.3 The University reserves the right to terminate the studies of any student who is deemed not to be making sufficient academic progress or engaging appropriately with supervision. Such action may be considered once a student has completed a minimum of one term on the programme. The relevant Research Officer may make a recommendation for termination, which should be communicated to the Research Administrator. Any student who refuses to participate in the Annual Review process may be subject to a recommendation for termination at the Research Officer's discretion. All decisions to terminate a student's registration remain subject to the University's formal approval processes and are subject to appeal in line with the University's appeal guidelines.