

PhD Progress Remediation and Withdrawal Policy

This policy should be read in conjunction with the Conditions of Registration and General Academic Regulations applicable to all Degree Students at LSE.

This policy does not apply to cases that involve allegations of misconduct that are dealt with under the School's Disciplinary Procedure for Students

Reference to 'departments' in this document includes Centres, Institutes and Groups

1. GENERAL INFORMATION

- 1.1 The remediation and withdrawal processes for a PhD or MPhil candidature may be initiated by the research student, the Supervisory Team, the Doctoral Programme Director, the Research Degrees Subcommittee or the PhD Academy.
- 1.2 At any stage in the process, the research student can seek advice from their Supervisory Team (first supervisor, second supervisor etc.), Departmental PhD Administrator, Doctoral Programme Director, the PhD Academy or the LSE Students' Union.
- 1.3 The Supervisory Team may initiate the remediation process where there are serious concerns about the academic progress of the student. The Supervisory Team should consult with the Doctoral Programme Director prior to initiating the remediation policy.
- 1.4 Withdrawal of a research student by the Supervisory Team requires the approval of the relevant Doctoral Programme Director and the Chair of the Research Degrees Subcommittee.
- 1.5 The LSE PhD Academy may initiate the withdrawal of a student in cases where there is a failure to pay fees or meet attendance and enrolment requirements as laid out by the School.
- 1.6 Withdrawal of a research student by the PhD Academy requires the approval of the Chair of the Research Degrees Subcommittee.
- 1.7 Students who are withdrawn from the PhD programme will be notified of their right to appeal against the decision (please refer to the Appeals Regulations for Research Students). Until the appeal process is concluded, the student will remain current on the student database and will have access to the building and School resources (i.e IT, library, email etc.)
- 1.8 The only exception to 1.7 will be where there are concerns about a student's welfare or if their behaviour is deemed so serious that the student must be denied access to the building and resources immediately.

2. NOTIFICATION OF WITHDRAWAL BY THE STUDENT

- 2.1 Students who are experiencing difficulties with their PhD programme are advised to talk to their Supervisory Team (first supervisor, second supervisor etc.), Doctoral Programme Director and other available support services. The first aim of this policy is to explore whether it is possible to find a solution to the issues which may enable the student to continue with the PhD programme or pursue completion of research for MPhil examination.
- 2.2 Once the student has decided that withdrawal is the right option, they must complete a Withdrawal Form and submit this to the PhD Academy.
- 2.3 Once the Withdrawal Form has been completed and submitted this will be processed by the PhD Academy.

3. NOTIFICATION OF WITHDRAWAL BY THE SUPERVISORY TEAM

- 3.1 Students can be withdrawn at the stage of consideration for upgrade to PhD enrolment if their progress or research plans are not considered satisfactory to meet the academic, ethical and regulatory requirements of the PhD programme.
- 3.2 Withdrawal may also be initiated following completion of the Annual Review where progression to the next academic session is not approved.
- 3.3 In addition to withdrawal at the upgrade stage or following completion of the annual review, the Supervisory Team can recommend that a student be withdrawn at any point in their registration if there are serious concerns about a student's academic progress or a failure to meet requirements stipulated by the Department or the Supervisory Team. In this case, the Supervisory Team, in consultation with the Doctoral Programme Director, must do the following:
 - a) There are three stages to the remediation and withdrawal process:
Stage 1: First warning from the Supervisory Team
Stage 2: Second warning from the Supervisory Team
Stage 3: Final Warning - Meeting with the Director or Deputy Director of the PhD Academy.
 - b) **Stage 1 – First warning:** If there are serious concerns about a student's academic progress this should be raised with the student at the earliest opportunity in a meeting with the Supervisory Team. The reasons for the Supervisory Team's concerns must be made clear at the meeting and provided in writing after the meeting (with a copy to the Departmental PhD Administrator, the Doctoral Programme Director and the PhD Academy).

A plan for remediation must be agreed between the student and the Supervisory Team in order for the student to address the concerns. The action plan must have an agreed timeframe, the minimum period of which is one month. The action plan must be documented in writing and a copy provided to the student, the Departmental PhD Administrator and the Doctoral Programme Director. The student will have the right of



appeal against the decision.

The student must be provided with a copy of the remediation and withdrawal policy.

- c) **Stage 2 – Second warning:** If the concerns about unsatisfactory academic progression have not been addressed satisfactorily within the agreed timeframe, the Supervisory Team can issue a second warning, a revised remediation plan and a timeframe for compliance, the minimum period for which is two weeks.
- d) **Stage 3 – Final Warning - meeting with the Deputy Director of the PhD Academy.** If the issues are still not resolved by the next review meeting, the Supervisory Team must meet with the Deputy Director of the PhD Academy to initiate Stage 3 of the process. The student will be called to a meeting with the Deputy Director of the PhD Academy who will inform the student that if there is no resolution by the next Supervisory review meeting then formal withdrawal procedures will be instigated.

The PhD Academy will inform the Supervisory Team, the Departmental PhD Administrator, the Doctoral Programme Director and the Deputy Director of the PhD Academy of the outcome of this meeting and the PhD Academy will confirm the outcome in writing to the student.

- e) If there is no further improvement in the student's academic progress by the next Supervisory review date, then the Supervisory Team will advise the PhD Academy of this. The PhD Academy will consult with the Supervisory Team and the Doctoral Programme Director prior to informing the student of the de-registration from the degree programme.

4. NOTIFICATION OF WITHDRAWAL BY THE PhD ACADEMY

- 4.1 The PhD Academy or relevant Professional Services Section will advise the student of any outstanding enrolment requirements and a deadline for completion of enrolment in each year of study. The relevant Professional Services Sections include the PhD Academy, The Registry and the Financial Support Office.
- 4.2 Failure to meet enrolment requirements will result in the issue being referred to the Deputy Director of the PhD Academy. The Deputy Director will contact the student with instructions on the requirements and the deadline for completion. The Deputy Director will also advise of the procedures to be followed if enrolment requirements are not met.
- 4.2 Failure to complete enrolment requirements by the deadline will result in the Deputy Director either initiating Withdrawal Procedures or contacting the student directly regarding requirements for enrolment.

Marcus Cerny
Deputy Director, PhD Academy
April 2018