CONFIRMATION OF REGISTRATION (CoR) PROCESS

**FIRST CoR OUTCOME**
- **Pass**
  - Student’s PhD registration confirmed
- **Defer result**
  - Provide the student with advice on how to improve their performance and an opportunity to be re-interviewed (normally within three months)

**SECOND CoR OUTCOME**
- **Recommend transfer to MPhil**
  - S/DDPGRS to seek confirmation from HoS
  - HoS to formally write to the student (copying in DRO) providing:
    - the decision to recommend transferring the student’s registration to MPhil;
    - the reason(s) for the decision;
    - information on the Academic Engagement procedure and confirmation that the recommendation will be referred to the Dean.
  - HoS to refer the case to the Dean (via the DRO) including:
    - a detailed justification for the proposed recommendation;
    - the supporting documentation from the Confirmation of Registration process (i.e., a copy of the reports produced by the student, supervisor and assessor);
    - a timeline summarising the student’s progress since registration.
  - The Dean will review the case under Stage 2 of the Academic Engagement procedure
- **Recommend termination of registration**
  - HoS to formally write to the student (copying in DRO) providing:
    - the decision to recommend termination of registration;
    - the reason(s) for the decision;
    - information on the Academic Engagement procedure and confirmation that the recommendation will be referred to the Dean.
  - HoS to refer the case to the Dean (via the DRO) including:
    - a detailed justification for the proposed recommendation;
    - the supporting documentation from the Confirmation of Registration process (i.e., a copy of the reports produced by the student, supervisor and assessor);
    - a timeline summarising the student’s progress since registration.
  - DRO passes recommendation to Dean, along with any relevant information
  - The Dean will review the case under Stage 2 of the Academic Engagement procedure

**Notes:**
1. Procedures for appeals by research students against confirmation of registration decisions: [https://www.reading.ac.uk/graduate-school/staff-information/staff-policies-procedures#other](https://www.reading.ac.uk/graduate-school/staff-information/staff-policies-procedures#other)
2. Policy on and procedures relating to PhD and MPhil student academic engagement and fitness to study: [https://www.reading.ac.uk/graduate-school/staff-information/staff-policies-procedures#other](https://www.reading.ac.uk/graduate-school/staff-information/staff-policies-procedures#other)