

**RESEARCH POSTGRADUATE STUDENT  
POLICY ON WITHDRAWALS**

Upon receipt of a withdrawal request from Registry where the withdrawal has not already been informally agreed by the School, the opportunity for an Exit Meeting will be offered to the withdrawing PGR student, before School approval for the withdrawal is given by the DoPGR.

The participants of this meeting will consist of\*:

DoPGR

UG ProDean (student support)

Student

(optional) personal support for the student\*\*

The Exit meeting will have a framework of questions. Including:

- Introductions
- Can you help us to understand the reason(s) you wish to leave?
- Ideally, would you like to continue with your studies here? If so, how can we help?
- Have you spoken about this to your Supervisors and if so, were they able to help /offer support if necessary?
- Do you have any feedback on your experiences at the School that you feel we can learn from?

If the meeting is declined, the opportunity for the withdrawing PGR student to give written answers/ feedback will also be offered.

Feedback from such meetings will be shared with the PGR Committee for discussion.

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\* It is important to ensure gender balance of staff.

\*\* Student may be accompanied by someone to provide personal support to the student

<b>Author:</b>	PAR	<b>Approval Committee:</b>	PGR
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**Version Control Record** *(expand table as required)*

Date	Revision Description	Major Changes
25/03/2021	Published version	