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**HIGHER DEGREES COMMITTEE**

**Form RDC 7**

 ***NOTIFICATION OF WITHDRAWAL OF REGISTRATION***

**Section 1. Student Information**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Matriculation Number** |  |
| **School** |  |

**Section 2. Registration**

|  |  |
| --- | --- |
| **Registered for**  | **MPhil MPhil/PhD PhD Prof D Delete as Applicable** |
| **Matriculation Date** |  |
| **Mode of study** **(Full-Time or Part-Time)** |  |
| **Date of last attendance**  |  |
| **Funding Type****(e.g. Self-funded, Studentship etc)** |  |

**Section 3. Reasons for Withdrawal of Registration**

**Please mark ‘Yes’ and any other details in the appropriate box**

|  |  |
| --- | --- |
| **Academically unsatisfactory (at any stage of programme)** |  |
|  **Significant change of project (against advice)** |  |
|  **Lack of communication/loss of contact** |  |
| **Medical reasons** |  |
|  **Pressure of other commitments** |  |
| **Other (please specify)** |  |

**Section 4. Approval by School**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by Director of Studies**  |  | **Dated** |  |
| **Approved by PGRT** |  | **Dated** |  |
| **Approved by ADR** |  | **Dated** |  |

**Guidance on Withdrawal of Registration**

Circumstances may occur where a decision is taken to withdraw a candidate’s registration for a research degree.

This could occur as part of the RDC2 confirmation process where the decision is taken to withdraw registration based on unsatisfactory academic progress.

However, withdrawal can occur at any point in the programme through the submission of an RDC7 “Notification of withdrawal from a research programme” to the School and HDC.

Reasons for withdrawal under the RDC7 notification process include (but are not restricted to):

* Academically unsatisfactory (at any stage of programme)
* Significant change of project (against advice)
* Lack of communication/loss of contact
* Medical problems
* Pressure of other commitments

There is an expectation that in the case of an RDC7 notification, the Director of Studies and other relevant school staff including the Associate Dean for Research have taken all reasonable measures to avoid withdrawal.

There should be appropriate documentary evidence to support the reason for withdrawal of registration (e.g. meeting templates, email correspondence).

There is an expectation that the candidate will be involved in the process where appropriate.

Withdrawals do not restrict candidates’ rights under the University’s Complaints Handling Procedure.

School Research Administrators need to inform Registry and withdraw the student on the ISIS system by completing a Notification of Student Withdrawal from Studies form.