

Procedure for Dealing with Students Who Withdraw from the College Part Way through a programme

1. Student Responsibility

- 1.1. Students who withdraw part way through a programme are required to notify the department or division and/or the Registry, in writing, of their intention to do so.
- 1.2. All students must return the College identity card and any keys for access to College property, books and any other College property to:

Undergraduates: the Senior Tutor or Personal Tutor

Postgraduates: Director of Postgraduate Studies, Course Organiser (taught course students) or Supervisor (research students).

2. Departmental/Divisional Responsibility

- 2.1. The Department will pass on notification of the student's withdrawal to the Student Records Team who will update the student's record. The Department will also notify Finance for students with bursaries.
- 2.2. Student Records will send confirmation of withdrawal to the student and inform the department, student funding, tuition fees, bursary office, accommodation, and the International Student Support team, where relevant, that this has been actioned.
- 2.3. The College Academic Regulations state that students must attend to the satisfaction of the Head of Department. Departments or Divisions must discuss with Registry any prolonged or unexplained absences, where no confirmation of withdrawal has been received nor an application for interruption of studies.

3. Note

- 3.1. This procedure covers only students who do not complete a course of study or research at the College and withdraw voluntarily. The procedure for those who complete is dealt with separately and automatically by the Registry normally at the end of each session.
- 3.2. The College may also withdraw a student for unsatisfactory engagement with their studies prior to the end of the programme under the [Unsatisfactory Engagement Policy and Procedure](#), as a sanction under the [Student](#)

[Discipline](#) or [Academic Misconduct](#) Procedures, or as a consequence of consideration under the [Procedure to for the Assessment of Fitness to Practise Medicine](#) or [Fitness to Study](#) policies and procedures. These procedures define the process by which a student will be withdrawn.

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