**RD7CW (09/2018)**

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RESEARCH DEGREE: Confirmation of Withdrawal

*This form may be completed by the Candidate or Director of Studies and Doctoral Hub Coordinator to confirm the withdrawal of a candidate. When signed at C or D and E, it should be returned to Research, Innovation & Enterprise (via research.degree@solent.ac.uk).*

## PART A: THE CANDIDATE

|  |  |
| --- | --- |
| **1. Surname/Family Name:** |  |
| **2. First Name(s):** |  |
| **3. Student ID Number:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Hub:** | **BS** |  | **CDI** |  | **MTE** |  | **SHW** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5. Date of registration:** | |  | | | |
| **6. Mode of Study:** | | Full-Time |  | Part-Time |  |
| **7. Level of Award:** | | MPhil |  | PhD |  |
| **8. Current maximum registration end date:** | |  | | | |
| **9. Collaborating establishment(s):** | | | | | |
|  |  | | | | |

**PART B: WITHDRAWAL OF REGISTRATION (to be completed by Candidate or Director of Studies)**

1. **Date the student notified the Director of Studies of withdrawal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please attach correspondence from student if applicable)***

1. **Reason for withdrawal (tick ONE as appropriate)**

Academic progress  Health

Non-engagement with the University  Financial

Transferred to another HEI  Other

Employment

1. **Please provide a brief report on progress and circumstances leading to the withdrawal:**
2. **Where applicable, the student has been informed that their withdrawal may have financial and VISA implications:**

**YES**  **NO**

**PART C: CANDIDATE**

**Print Name:**

**Signed by: Date**: / /

***OR***

**PART D: DIRECTOR OF STUDIES**

**Print Name:**

**Signed by: Date**:  /  /

***AND***

**PART E: DOCTORAL HUB COORDINATOR**

**Print Name:**

**Signed by: Date**: / /

**SOLENT UNIVERSITY**

#### **FOR OFFICE USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTION** | **DATE** | **BY WHOM** | **ACTION** | **DATE** | **BY WHOM** |
| **WITHDRAWN FROM QUERCUS** |  |  | **STUDENT FUNDING BODY NOTIFIED** |  |  |
| **WITHDRAWAL LETTER TO STUDENT and** [**research.degree@solent.ac.uk**](mailto:research.degree@solent.ac.uk) |  |  | INTERNATIONAL SUPPORT OFFICER NOTIFIED FOR OVERSEAS STUDENTS [NON EU/EEA] migrant T4 Reporting/Mail-In Database |  |  |
| **HESA UPDATED** |  |  |  |  |  |

**CREDIT DUE: Pro Rata**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **% & AMOUNT** | **DATE ACTIONED** | **BY WHOM** |
| **STUDENT** |  |  |  |

**AUTHORISATION FOR CREDIT TO BE RAISED:**

***The person authorising MUST NOT be the same as person who actions the credit on system.***

**Is the credit value retrospective to reflect a date *earlier than date officially withdrawn YES/NO***

**If yes state reason .............…………………………………………………………………………............................………......**

**………………………………………………………………………………………………………………….............................…………..........**

**Student Records Manager/Student Records Team Leader (or equivalent)**

**....……………………..............................…….......... Date………………………........................**