****

**NEWCASTLE UNIVERSITY**

**QUESTIONNAIRE FOR STUDENTS WITHDRAWING FROM STUDIES**

**(Taught Students)**

**Note**: Students who decide to withdraw from their studies should inform the University as soon as possible as this action can have financial implications. Following withdrawal, internal services (Tuition Fees and Accommodation), external agents or sponsors are informed.

A member of staff (normally the personal tutor or supervisor) should, wherever possible and appropriate, work through this proforma with the student. Where this is not possible, the student should complete the form on their own. This provides the University with valuable information to continue to review and enhance the student experience at the University. **Please ensure that all sections of the form are completed.**

**The form should be returned to Student Progress Service**, who will ensure that information derived from the form is passed to the appropriate staff for consideration in relation to the curriculum design and admissions policy.

|  |  |
| --- | --- |
| NAME: |  |
| PROGRAMME: |  |
| YEAR: |  |
| STUDENT NUMBER: |  |

1. Date of leaving programme (the **last date** of formal attendance at lectures or tutorials)?
2. What were your reasons for withdrawing from the programme? Please tick all boxes which apply

|  |  |  |
| --- | --- | --- |
| a. | Student Mental Health reasons | 🞏 |
| b. | Student Physical Health reasons | 🞏 |
| c. | Students Carer responsibilities  | 🞏 |
| d. | Students Disability | 🞏 |
| e. | Personal reasons | 🞏 |
| f. | Dissatisfaction with the course | 🞏 |
| g | Transferred to another institution  | 🞏 |
| h. | Financial reasons | 🞏 |
| i. | Academic Reasons | 🞏 |
| *Cont.* |  |  |
| j. | Entered employment | 🞏 |
| k. | Other (please specify)  | 🞏 |
|  |  |  |

1. Please provide more detail on your main reason for withdrawing from the programme:

1. At which point did you first begin to consider withdrawing from the programme? (*please tick the appropriate response*)

Undergraduate Year 1: Semester 1 🞏 Semester 2 🞏

Undergraduate Year 2: Semester 1 🞏 Semester 2 🞏

Placement year/ year out: Semester 1 🞏 Semester 2 🞏

Undergraduate Year 3: Semester 1 🞏 Semester 2 🞏

PGT: Semester 1 🞏 Semester 2 🞏 Research Semester 🞏

1. Had you discussed your thoughts of withdrawing with any of the following:

|  |  |  |
| --- | --- | --- |
| a. | Your personal tutor | 🞏 |
| b.c.d.e.f.g. | Other member of staff in the SchoolStudent Services: * Student Wellbeing Service
* Student Progress Service
* Careers Service

Another Team within Student ServicesStudent Advice Centre (Student Union)Your mentor/buddyFriend/Family | 🞏🞏🞏🞏🞏🞏🞏🞏 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Were there any aspects of studying here which were worthwhile or enjoyable, for example: (*please code 1 to 5 where 1 is the lowest satisfaction and 5 is the highest satisfaction*)

|  |  |
| --- | --- |
| a. | The content of the programme …. |
| b.c.d.e.f.g.h.i.j. | The structure of the programme ….The teaching quality ….The teaching facilities (Lecture rooms; Seminar rooms; Laboratories)….The learning facilities (Library: Computer rooms) ….Student facilities (Social Space: Student Union) ….Student support and Wellbeing Services ….Sports facilities ….Student Accommodation ….The Social Scene …. |
|  |  |

1. From what you have experienced of your degree programme so far, has it met your expectations upon application to the course?

YES 🞏 NO 🞏

 If not, how did it differ from these expectations?

1. From the information that you accessed and the activities you attended prior to starting your course, how satisfied are you with their representation of your course and Newcastle University? (*please code 1 to 5 where 1 is the lowest satisfaction and 5 is the highest satisfaction*)

|  |  |  |  |
| --- | --- | --- | --- |
|  | a. | Programme Handbook | …. |
|  | b.c.d.e.f.g.h.i. | Subject brochureNewcastle University ProspectusNewcastle University WebsiteNewcastle University Social Media (e.g. Facebook)Newcastle University Open DaySchool Open DayTaster activities arranged with your school/collegeNewcastle University Summer School | ….….….….….….….…. |
|  |  |  |  |
|  |  |  |  |

9. What are your plans for the future:

**Member of Staff:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (e.g. Personal Tutor, Head of School)

**Student:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO STUDENT DATA TEAM:**

***IN PERSON*: STUDENT SERVICES HELPDESK (LEVEL 2 KING’S GATE)**

***BY EMAIL*:** **STUDENT-REGISTRATION@NCL.AC.UK**

***BY POST:* STUDENT DATA TEAM,**

**STUDENT SERVICES,**

**LEVEL 3 KING’S GATE,**

**NEWCASTLE UNIVERSITY**,

**NEWCASTLE UPON TYNE,**

**NE1 7RU**

**PLEASE ALSO RETURN YOUR UNIVERSITY SMARTCARD**