****

**NEWCASTLE UNIVERSITY**

**QUESTIONNAIRE FOR STUDENTS WITHDRAWING FROM STUDIES**

**(Research 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 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 his/her 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 the relevant **Graduate School Manager** who will ensure that information derived from the form is considered by the appropriate University staff member(s).

|  |  |
| --- | --- |
| NAME: |  |
| PROGRAMME: |  |
| STAGE/YEAR: |  |
| STUDENT NUMBER: |  |
| 1. Date of leaving degree (the **last date** of formal attendance at the University)? | |

1. What were your reasons for withdrawing from the programme? *(Please tick all boxes which apply.)*

|  |  |  |
| --- | --- | --- |
| a. | Health Reasons | 🞏 |
| b. | Personal reasons | 🞏 |
| c. | Dissatisfaction with the programme | 🞏 |
| d. | Transferred to another institution | 🞏 |
| e.. | Financial reasons | 🞏 |
| f. . | Academic Reasons | 🞏 |
| g. | Excluded from programme/Newcastle University | 🞏 |
| h. | Entered employment | 🞏 |
| i. | Other (please specify) | 🞏 |

1. Please provide more detail on your main reason for withdrawing from the programme:
2. At which point did you first began to consider withdrawing from the programme? (*please tick the appropriate response*)

Year 1 🞏

Year 2 🞏

Year 3 🞏

Year 4 (where appropriate) 🞏

Pending Submission (Writing-up) 🞏

Extension Year 🞏

Under Examination 🞏

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

|  |  |  |
| --- | --- | --- |
| a. | Your supervisor | 🞏 |
| b. | Other member of staff in the School | 🞏 |
| c. | Student Services: |  |
|  | * + Relevant Graduate School | 🞏 |
|  | * + Other Student Progress Service | 🞏 |
|  | * + Student Wellbeing Service | 🞏 |
|  | * + Careers Service | 🞏 |
| d. | Another team within Student Services | 🞏 |
| e. | Student Advice Centre (Student Union) | 🞏 |
| f. | Your mentor/buddy (where appropriate) | 🞏 |
| g. | Friends/family | 🞏 |

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

|  |  |  |
| --- | --- | --- |
| a. | Research area of your programme |  |
| b. | Structure of your programme |  |
| c. | Quality of your supervision |  |
| d. | Research facilities (Laboratories; Equipment; Materials) |  |
| e. | Learning facilities (Library; Computer rooms) |  |
| f. | Student facilities (Social Space; Student Union) |  |
| g. | Student support and Wellbeing Services |  |
| h. | Sports facilities |  |
| i. | Student Accommodation |  |
| j. | 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 programme, how satisfied are you with their representation of your programme and Newcastle University? *(please indicate 1 to 5 where 1 is the lowest satisfaction and 5 is the highest satisfaction)*

|  |  |  |
| --- | --- | --- |
| a. | University/School Research Handbook |  |
| b. | School/Subject Information |  |
| c. | Newcastle University Prospectus |  |
| d. | Newcastle University Website |  |
| e. | Newcastle University Social Media (e.g.Facebook) |  |
| f. | University Open Day |  |
| g. | School Open Day |  |
| h. | Taster activities arranged with your School (where appropriate) |  |
| i. | Other |  |
|  |  |  |

1. 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 THE COMPLETED FORM ALONG WITH YOUR UNIVERSITY SMART CARD TO EITHER:**

HaSS and SAgE GRADUATE SCHOOL, LEVEL 6, THE HENRY DAYSH BUILDING, NEWCASTLE UNIVERSITY, CLAREMONT ROAD, NEWCASTLE UPON TYNE, NE1 7RU, [gradschool@ncl.ac.uk](mailto:gradschool@ncl.ac.uk)

**(HASS and SAgE PGR STUDENTS)**

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**(MEDICAL SCIENCES PGR STUDENTS)**