**Withdrawal Request Form (PGR)**

Use this form if you are a Postgraduate Researcher (PGR) who wants to withdraw from your course or programme of study. All questions are mandatory unless otherwise indicated.

Please complete section 1 and then follow the submission guidelines.

**SECTION 1: PGR**

**Personal Details**

**Full Name:**

**ID Number:**

**School:**

**Department:**

**Withdrawal Date**

**When do you want to start your withdrawal from?** **Date format dd/mm/yyyy:**

**If you have chosen a date that has passed, which means that your request is backdated, tell us why you want to backdate your withdrawal.**

**Withdrawal Reason**

Highlight one option from the list, which best describes the reason for your withdrawal request:

|  |
| --- |
| **Reason** |
| Change of careerGone into employmentFinancial reasonsHealth reasonsChosen wrong field of studyFinding academic or clinical programme too difficultAcademic or clinical programme is not as expectedQuality of teachingTimetabling is inconvenientClinical area not supportiveFear of crimeEmployment demandsLack of commitmentBereavementAccommodation problemsTravel difficultiesDislike ManchesterHomesicknessPersonal reasonsTransfer to another institutionOther |

**If you highlighted ‘Other’ please provide us with a brief description of the reason for your withdrawal:**

**We would like to know more about why you are requesting a withdrawal from the University. Please tell us the reason behind your decision and include as much information as you feel comfortable sharing with us.**

**Funding**

**Are you in receipt of a Studentship or a Government Doctoral Loan? Please highlight:**

Yes

No

**Please provide further details of your funding source:**

**Accomodation**

**Are you currently living in University accommodation? Please highlight:**

Yes

No

**Declarations**

By submitting this form you declare that the information given is accurate to the best of your knowledge. Falsification of information as part of this application may be a student disciplinary matter and may lead to this request not being processed.

The personal information that you provide in this form is processed by The University of Manchester in accordance with UK data protection law. For further information about how we use your personal information and to find out about your data protection rights, see our [privacy notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/).

By submitting this form, you confirm that you understand and consent to the University processing and storing your personal information.

It is your responsibility to read the following relevant University guidelines and policies on withdrawals:

* [Withdrawals and Terminations Procedure for PGRs](https://documents.manchester.ac.uk/display.aspx?DocID=39961)
* [Change of Circumstances for PGRs Policy](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866096)

By submitting your form you are confirming that you have read and understood the relevant University guidelines and policies.

You are encouraged to talk to somebody in your Doctoral Academy about your situation before applying for an extension. This will help determine if it is the most suitable arrangement for you.

**If you have discussed your intentions with any members of University of Manchester staff please confirm their names and job titles below:**

By submitting your form you also confirm that you understand the financial, academic and visa implications of an extension and remember to include all supplementary evidence / documents.

**Please submit your form to** **Doctoral Academy**