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**Faculty of Humanities Doctoral Academy**

**Notice to Withdraw from the Postgraduate Research Programme**

This form is issued by the Faculty of Humanities Doctoral Academy and should be used to inform us of your intention to withdraw from your Postgraduate Research Programme. You are advised to consult the appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/). All information contained in this form will be treated ashighly restricted. Please refer to the [Student Privacy Notice](http://www.regulations.manchester.ac.uk/data-collection-notice/) and [Records Retention Schedule](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6514) for more details.

Before withdrawing, it is important that you consider the implications. Help and advice are available from your supervisory team, PGR Director and Doctoral Academy team.

Once completed, this form and any supporting documentation, must be submitted to one of the following addresses:

* PhD programme: HUMS.doctoralacademy.support@manchester.ac.uk
* Doctorate in Counselling Psychology: Hums.dcp@manchester.ac.uk
* Doctorate in Educational and Child Psychology: Hums.decp@manchester.ac.uk
* Validated programme: pgr-validation@manchester.ac.uk
* Dual PhD, Data Analytics CDT and Biosocial Sciences CDT: Hums.doctoralacademy.cdt@manchester.ac.uk

We recommend that data in the form and supporting documentation are appropriately protected using file encryption. Information on file encryption at the University can be found on the University [website](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/). Please note that the form will be reviewed by the Doctoral Academy who may need to refer the case to external bodies such as a sponsor and UKVI as required by their terms and conditions.

Please note that as of the last date of attendance, you will cease to be a registered PGR at the Faculty of Humanities, the University of Manchester and all the benefits accrued by such status will be withdrawn, i.e. supervision, access to facilities and funding. For PGRs on a UK student visa, the withdrawal from the programme will also lead to the ceasing of the University of Manchester’s sponsorship of your UK visa.

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| **SECTION 1: STUDENT DETAILS**  |
| **Surname** |       | **Forename** |       |
| **ID Number** |       |
| **Programme Start Date** |       | **Year of Programme (1, 2, 3, Submission Pending, Post submission)** |       |
| **Programme End Date (excluding submission pending period)** |       | **Mode of Attendance** | [ ]  **Full-Time** [ ]  **Part-Time** |
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| **Are you in receipt of any funding/scholarship/studentship (including Research Council) or do you receive a UK government doctoral loan?** *Please tick as appropriate. If you are in receipt of funding from an external organisation/sponsor who stipulates that changes to your programme require their prior approval, it is your responsibility to provide evidence that the change has had their approval. For doctoral loan stipulations, please refer to the University’s* [*Student Support website*](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/)*.*  | [ ]  **Yes** [ ]  **No** |
| [ ]  **AHRC** [ ]  **ESRC** [ ]  **PDS Award** [ ]  **School studentship/bursary** [ ]  **UK Doctoral Loan** [ ]  **EPSRC** [ ]  **NERC** [ ]  **Research Impact Scholarship** [ ]  **Other, please state**      |
| **Are you under immigration control in the UK/do you require a visa to study in the UK?***If so, you MUST contact the Student Immigration Team for advice concerning any impact a change to your programme may have on your immigration status. Please refer to the University’s* [*Immigration and Visa website*](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/) | **[ ]  Yes [ ]  No** |
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| **SECTION 2: REASON(S) FOR WITHDRAWAL**  |
| **Please tick the selection(s) that summarise(s) your reason for withdrawing** | [ ]  Health reasons[ ]  Financial reasons[ ]  Personal or family circumstances[ ]  Gone into employment[ ]  Transfer to another institution[ ]  Wrong programme/not as expected[ ]  Other reason – please state       |
| **Briefly describe your main reason(s) for withdrawing. Where appropriate or relevant, please provide supporting document(s)** |  |
| **Effective date of the withdrawal** | Click here to enter a date. |
| **Contact details after withdrawing if different from current contact details in the Student System** |  |

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| **SECTION 3: STUDENT DECLARATION** |
| ***I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of this change to my current programme of study and that I undertake to complete the following:*** [ ] Return office/locker keys to the School operations team[ ]  Return the University equipment to IT Services (Kilburn Building)/DASS/School including laptop PC, security-related device, headset, keyboard, etc[ ]  Return library books and any other resources [ ]  Delete software licenced for use by University PGR and staff [ ]  Clear stored items and workspace/desk [ ]  Safely store or dispose of research materials in accordance with relevant policies and regulations[ ]  Where required, make relevant data/information available or securely accessible to the University of Manchester staff or appropriately curate and archive data as guided by the supervisory team and delete or transfer private/sensitive data in the University devices or [University storage space](https://www.itservices.manchester.ac.uk/students/leaving/). [ ]  Submit any reports where required by the project partner/funder [ ]  Where required, acquire relevant export controls licences for an export of goods, data or technology that are subject to [export controls restrictions](https://www.staffnet.manchester.ac.uk/export-controls-info/) |
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| **Name** |       | **Date** | Click here to enter a date. |

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| **SECTION 4: FOR OFFICE USE ONLY** |
| **Refer to supervisor/Department, School PGR Director or PGR Services Manager (if applicable)** |  | **Date** | Click here to enter a date. |
| **Campus Solutions updated** |  | **Date** | Click here to enter a date. |
| **Funding body/DA Funding team informed** |  | **Date** | Click here to enter a date. |
| **Student Immigration Team informed (if applicable)** |  | **Date** | Click here to enter a date. |
| **Confirmation of registration termination sent to PGR, supervisor and Department and school PGR Directors** |  | **Date** | Click here to enter a date. |