

## Postgraduate Research Degree Programme Withdrawal Form

Please read the information on page 2 prior to completing this form

Please write in **BLOCK LETTERS**

<b>STUDENT ID NUMBER:</b>
_____
<b>COLLEGE: SCIENCE</b>
<b>COURSE AND YEAR:</b>

<b>SURNAME:</b>	
<b>FIRST NAME:</b>	
<b>ADDRESS:</b>	
<b>EMAIL ADDRESS:</b>	<b>MOBILE NO:</b>
<b>SCHOLARSHIP/GRANT HOLDER:</b>	YES <input type="checkbox"/> No <input type="checkbox"/>

### COURSE WITHDRAWAL

(Please indicate below the MAIN reason you are withdrawing)

1. Transfer to another Institution
2. Employment
3. Personal/Family reasons
4. Financial reasons
5. Academic difficulty
6. Language difficulty
7. Course not suitable
8. Travel distance to NUI Galway
9. Higher preference for other university/course
10. Other - Please specify:

### Have you discussed your decision with the following?

1. Your Supervisor: YES  No
2. Your GRC: YES  No
3. Have you informed your College Office: YES  No
4. Have you sought advice from the Dean of Graduate Studies: YES  No

### Reference: section of university guidelines 5.8.6

... A student who is considering withdrawing from the programme should communicate with his/her supervisor and/or GRC and may seek the advice of the Dean of Graduate Studies before taking this option.....

[http://www.nuigalway.ie/graduatestudies/documents/university\\_guidelines\\_for\\_research\\_degree\\_programmes.pdf](http://www.nuigalway.ie/graduatestudies/documents/university_guidelines_for_research_degree_programmes.pdf)

Please read the notes below carefully and then sign and date the form at the end of the page. If you require clarification on any of these matters please contact the Student Information Desk (SID) in the first instance.

1. Fees – Contact Fees Office - <http://www.nuigalway.ie/student-fees/contact/>

**2. Scholarship Awardees**

It is important that you first notify your supervisor and your Funding Agency/Funder of your decision to withdraw from studies, in order to comply with the Terms and Conditions of your funding award. Please also notify Research Accounts at [SCHOLARSHIPFORMS@NUIGALWAY.IE](mailto:SCHOLARSHIPFORMS@NUIGALWAY.IE)

**3. Implications of no longer being in full time education which must be considered**

Please note that if you are no longer a student that your Social Welfare Status changes, student travel discounts may no longer apply and scholarship/grants will cease.

**3. Accommodation**

If you are in rented accommodation you may incur liabilities in respect of breaking a lease or contract with your landlord. You may also lose your accommodation deposit.

I have read the notes above. I am aware I cease to be a student of NUI Galway and am therefore not entitled to any benefits accruing to a student of NUI Galway and am liable for any remaining unpaid fees in respect of the course to date. I return herewith my NUI Galway student I.D. Card.

Student's Signature ..... Date .....

**Completed Postgraduate Research Degree Programme Withdrawal Form to be returned to: The Student Registry Helpdesk , Áras Uí Chathail, NUI Galway. Alternatively scan and email the form to [askregistry@nuigalway.ie](mailto:askregistry@nuigalway.ie)**

**Internal Office Use: A copy of this form should also be sent to:  
Dean of Graduate Studies, Research & Innovation Centre, NUI Galway**