



RCSI

RCSI Withdrawal from Studies Policy

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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1. Introduction

RCSI recognises that for a variety of reasons some students do not complete their programme of study and may need to permanently withdraw from their course. A student's withdrawal from studies may be voluntary or involuntary. Students are strongly encouraged to avail of college support services and to discuss their options before making a final decision to voluntarily withdraw. There may be other options available that the student may not be aware of, as well as advice and guidance on the impacts of withdrawing and on what to do next. There may also be support available for the student during the withdrawal process.

This "Student Withdrawal from Studies" Policy only applies to students who have confirmed their registration with RCSI. Withdrawal from Studies means that a student permanently leaves the course they have registered for and does not intend to return. The student's access to all RCSI networks is disabled and student ID cards and any college property including laptops (if applicable) should be returned to Registry.

2. Voluntary Withdrawal

RCSI recognises that situations may arise whereby a student wishes to permanently leave their course of study and the college. A student does not need permission to withdraw but must notify the appropriate personnel.

2.1 Procedures

- i. Undergraduate and full-time postgraduate students are advised to discuss their decision to withdraw with their Personal Tutor, or a member of the CoMPPAS Team. Part-time postgraduate students should talk to their Programme Director, Research Supervisor and/or Head of School.
- ii. The student is advised to discuss financial implications with relevant Fees personnel, funding agencies and Sponsors where applicable. Students are not entitled to any refund of fees if they voluntarily withdraw from their course.
- iii. Once the student has discussed his or her options, if withdrawal is still considered appropriate, the student must complete the relevant "Notification of Withdrawal from Studies" form (undergraduate only, [click here](#)). Postgraduate taught and research scholars will be provided with a link to an MS form by the programme office. Once completed the response will automatically be submitted to the programme office. The official leaving date for the student will be the date that they formally submit the "Notification of Withdrawal from Studies" form.
- iv. The student must also return their student ID card and their laptop (if applicable) to Registry.
- v. Once the form, the student ID card and laptop (if applicable) have been returned, Registry will notify the student by email of their official college withdrawal date and inform them of the date by which their access to the college network will be disabled.



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- vi. Registry will then notify relevant staff and departments so that the appropriate amendments can be made to the student record.

3. Involuntary Withdrawal

There are occasions when RCSI may be required to withdraw a student from their programme of study. These include but are not limited to:

- i. Failure to complete the registration process: It is the responsibility of the student to ensure that they understand and complete the registration process for each academic session they are present in RCSI. This includes the payment of fees (where applicable). RCSI reserves the right to amend a student's registration status if it is determined that the recorded registration status does not truly represent the student's situation. Students who fail to complete the registration process by the required deadline may have their registration and network access disabled.
- ii. Failure to meet the conditions of an approved Leave of Absence: It is the responsibility of the student to ensure that they meet the conditions of their approved Leave of Absence. Students on a Leave of Absence must apply to be reinstated on their course by the date specified in their Leave of Absence approval letter. If a student does not make contact with RCSI at this time, RCSI reserves the right to amend a student's registration status, if it is determined that the recorded registration status does not truly represent the student's situation. Students will have their registration and network access disabled.

4. Other Options

A student who finds themselves in difficulty should consider other options before committing to voluntarily withdrawing from their course. These include:

- i. Leave of Absence: If a student requires some time away from their course but would like to have the chance to return to complete their studies, they should refer to the RCSI Student Leave of Absence policy.¹
- ii. Exceptional Circumstances: If a student's ability to complete course requirements is affected by documented circumstances outside of their control, they may be able to submit an RCSI Exceptional Circumstances Application for consideration. Students should refer to the RCSI Exceptional Circumstances Policy.²

5. Re-Admission

Students seeking re-entry to a programme of study must reapply through the standard entry routes. Where a student has voluntarily withdrawn from their programme of study but then wishes to return, they must re-apply to the college. Undergraduate students must contact the Admissions office of the college to discuss application procedures. Postgraduate students should contact the relevant School/Department for up to date details regarding admission requirements. Admission requirements for all courses are also available on the college website www.rcsi.ie. Any credits previously gained in RCSI will be reviewed and if considered



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contemporaneous and still relevant to the course in question, may be applied in the student's favour.³ Any student who is re-admitted to RCSI is bound by the Codes, Policies, Procedures and Programme requirements in operation at the time of re-admittance.

6. Financial and Visa Implications

Students should be aware that if they do not formally notify the college of their withdrawal, it may negatively impact on their financial situation and on their academic transcripts. Withdrawal from a programme of study may impact on tuition fees, student grants, sponsors, accommodation and visas (if applicable). Enquiries should be made to Student Services and/or the relevant depts.

Link to the "Notification of Withdrawal from Studies" forms:

Undergraduate only [click here](#).

Postgraduate taught and research scholars can request a link to the form by their programme office.

¹ Leave of Absence Policy available on the SARA Moodle page.

² Exceptional Circumstances Policy is available on the SARA Moodle page.

³ The RPL policy is available on the SARA Moodle page.