Exit Interview Form

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# PERSONAL INFORMATION

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| **Section 1: Student information** | | | |
| Student ID number |  | | |
| First and middle names |  | Surname |  |
| NCH email address |  | | |

# PROGRAMME INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Programme information** | | | |
| Faculty (major/degree) | [*e.g. History*] | | |
| Programme of study | [*e.g. BA Philosophy with Law*] | | |
| Programme start date |  | Level of study |  |

# WITHDRAWAL

|  |  |
| --- | --- |
| Section 3 | |
| Reason for withdrawal |  |

|  |  |
| --- | --- |
| Section 4 | |
| What have you most enjoyed about your programme? |  |
| Which part of the programme did you least enjoy? |  |
| How do you think the programme can be improved? |  |
| Was the programme challenging? |  |
| Do you feel that you have been supported throughout your studies and the withdrawal process? Please provide examples. |  |
| What have you enjoyed most about being a student at NCH? |  |
| Do you have any further comments or suggestions regarding student life at NCH? |  |
| What are your future plans? |  |

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| **Section 5: Destination** | |
| Masters |  |
| P/T Employment |  |
| F/T Employment |  |
| Unemployed |  |
| Other (please state) |  |
| Unknown |  |

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| **Section 6: Further details or comments, if applicable** |
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| Section 7: Declaration | |
| I confirm that I have been informed of fee implications.  I confirm that I have received information, advice and guidance in relation to my withdrawal. | |
| Student signature |  |
| Date |  |

# BREAK IN STUDIES

|  |  |
| --- | --- |
| **Section 8: Temporary exit** | |
| What have you most enjoyed about your programme so far? |  |
| Which part of the programme have you enjoyed the least so far? |  |
| How do you think the programme can be improved? |  |
| Was the programme challenging? |  |
| Do you feel that you have been supported throughout your studies and the withdrawal process? Please provide examples. |  |
| Do you have any comments or suggestions regarding student life at NCH? |  |
| What are your plans for your break in studies? |  |

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| **Section 9: Declaration** *(to be completed by the student)* | |
| I confirm that I have been informed of fee implications.  I confirm that I have received information, advice and guidance in relation to my break in studies. | |
| Student signature |  |
| Date |  |

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| **Section 10: Preparation for return to study** *(to be completed by the Learning and Assessment Support Officer)* | |
| I have met with the student for at least one return to study meeting  I have received all relevant documentation to support their return to study. | |
| Learning and Assessment Support Officer (name) |  |
| Signature |  |
| Date |  |

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| **Title: Exit Interview Form**  **Approved by: Academic Board** | | | | | |
| Version number | Date approved | Date published | Author | Location | Proposed next review date |
| 2.1 | April 2019 | April 2019 | LASO | Academic Handbook/policies and procedures/ general | January 2021 |
| 2.0 | February 2018 | February 2018 | SWC | Academic Handbook/policies and procedures/ general | January 2021 |
|  | | | | | |
| Referenced documents | None | | | | |
| External Reference Point(s) | UK Quality Code Theme: Learning and Teaching; Enabling Student Achievement | | | | |