
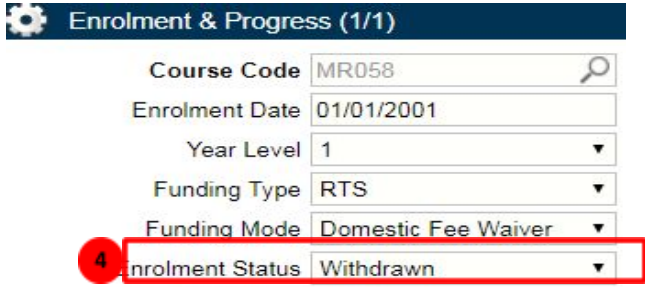


Withdrawal after examination

This guide shows staff at the School of Graduate Research (SGR) how to process a withdrawal after examination in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full administrative process.

Note: A candidate who has failed their examination/re-examination cannot withdraw

1. Complete SAMS processing, as per the process	
2. From the home screen, select HDR from the top menu and then select Student from the drop down menu 3. Search and select the Student record you wish to update	
4. Scroll down to Enrolment & Progress and select the appropriate Enrolled program 5. Check that the Enrolment Status has updated to Withdrawn (this should occur 24 hours after the SAMS processing has been completed)	
6. Complete the TRIM processing, as per the process	